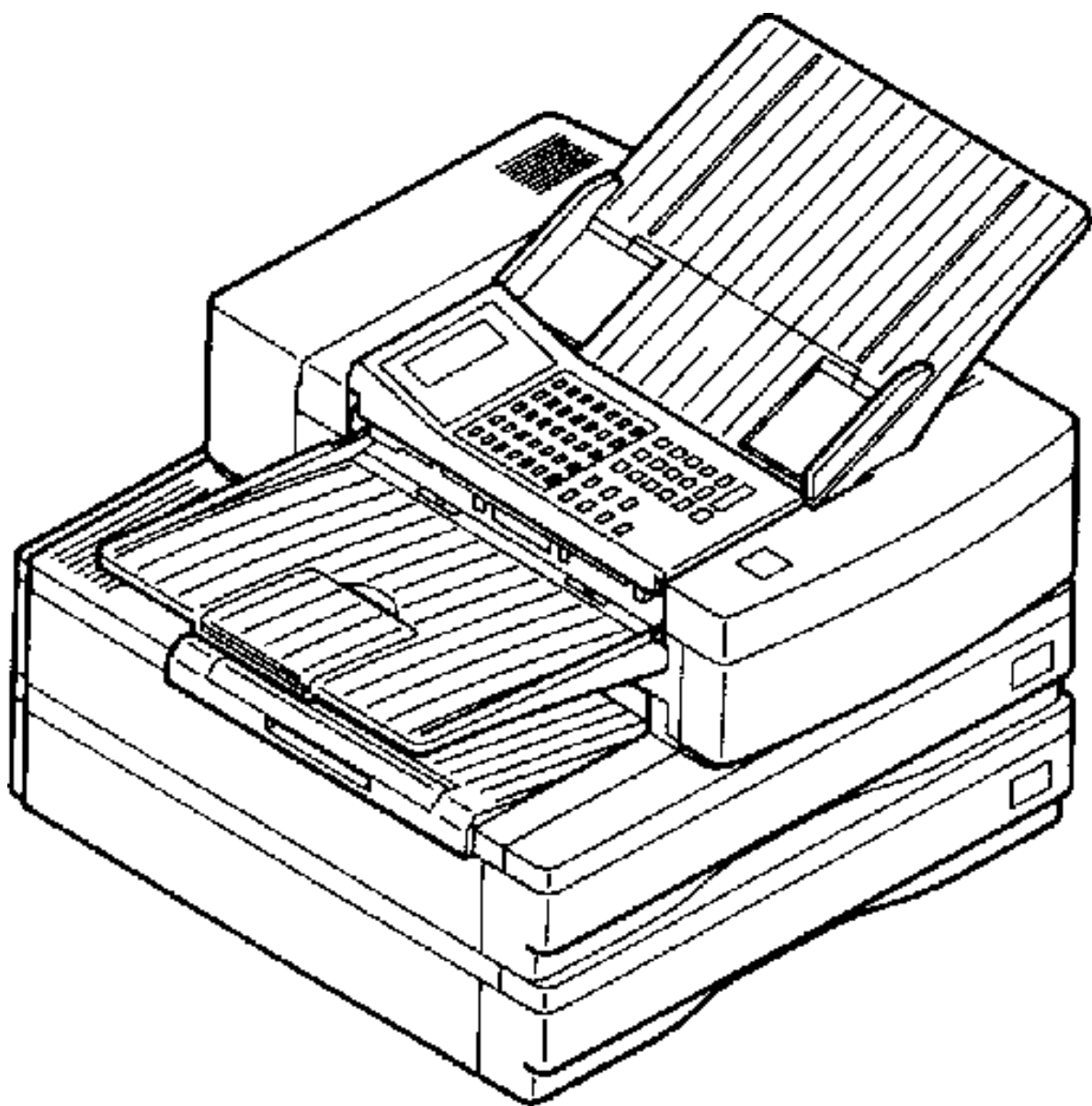


TOSHIBA FAX

TF 531 / 551

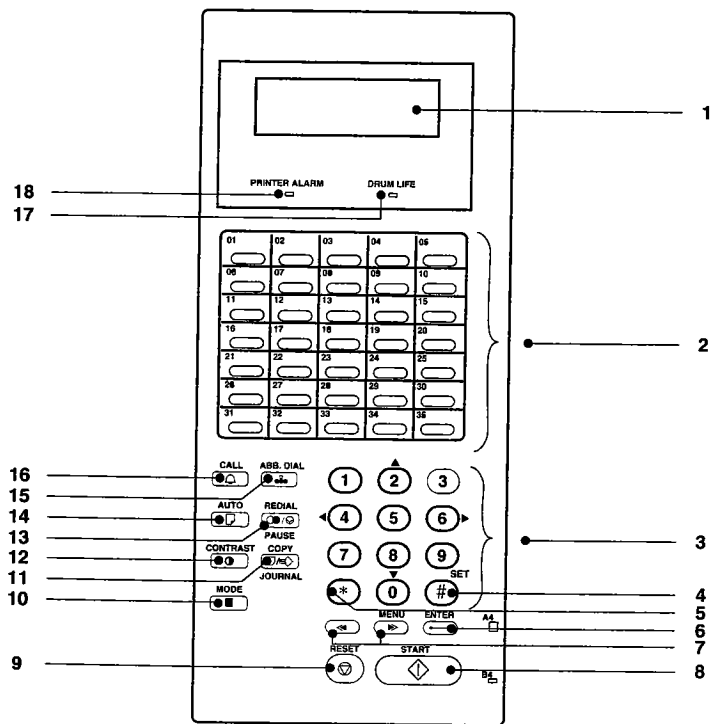
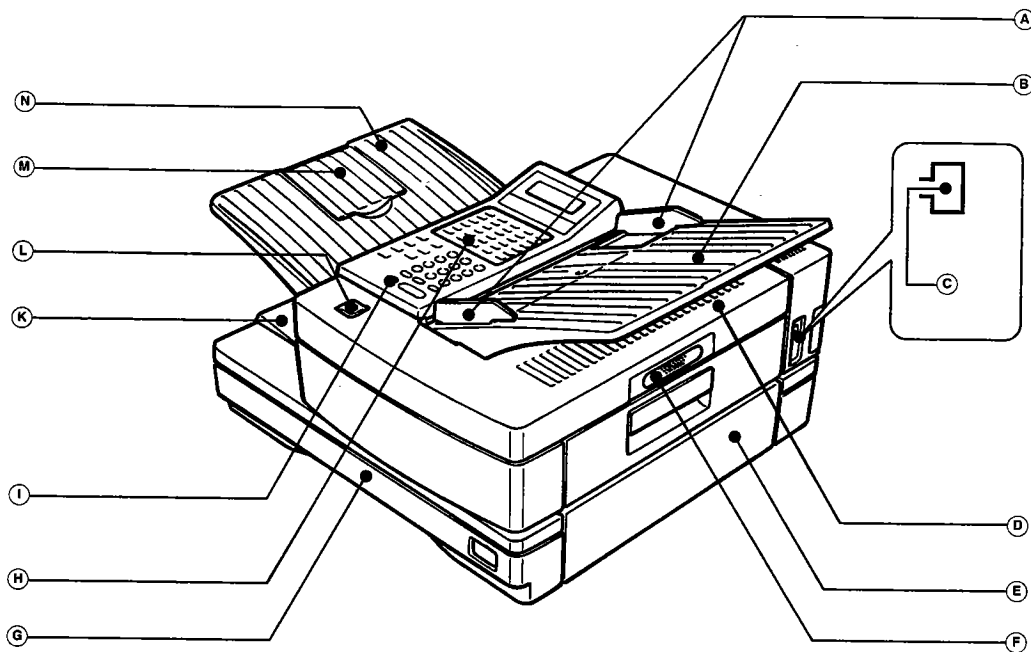
Instruction manual



TOSHIBA

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Control panel

A Document guides

B Document tray

C Telephone connection

D Top cover

E Right side cover

F Top cover release button

G Recording paper cassette

H One-touch dial keypad

I Control panel

K Recording paper tray

L Control panel release button

M Exit document extension tray

N Exit document tray

1 **LCD menu display**
shows the current operating mode of your fax machine. Your control monitor for all entries.

2 **ONE-TOUCH DIALING - KEYS 1-35**
Just press the relevant key: your fax machine will send documents to the receiver whose fax number you have stored on these keys. You can also store special functions and programmes here.

3 **DIAL KEYPAD**
This is used to dial and store telephone numbers and to enter commands when setting the machine.
The keys \leftarrow \rightarrow \uparrow \downarrow have an additional function. They help you to store characters e.g. from character lists.

4 **SET KEY**
This key is used to store selected characters.

5 **KEY** \times
This key connects you from extensions to the exchange line.

6 **ENTER KEY**
Press this key if you wish to confirm a selected menu item.

7 **MENU KEYS**
With these keys, you call up the menus on the LCD display
 \rightarrow starts the first menu display. Press again for the next menu display.
 \leftarrow calls up the previous menu.

8 **START KEY**
Initiates the sending and receiving functions.

9 **RESET KEY**
Terminates (incorrect) entries, deletes error messages from the LCD display and interrupts ongoing functions.

10 **MODE KEY**
Press this key if you wish to adjust resolution to suit an individual document.

11 **COPY/JOURNAL KEY**
This key has two functions:
COPY: you can check the quality of document reproduction in advance or simply take a normal photocopy.
JOURNAL: if no document is loaded, your fax machine prints the current transmission and reception journals.

12 **CONTRAST KEY**
When you press this key, your fax machine offers you options optimum contrast setting.

13 **REDIAL/PAUSE KEY**
This key also has two functions:
REDIAL: Initiates immediate redialling.
PAUSE: Important for fax operation on extensions and when storing telephone numbers for overseas connections.
Each time you press this key, you insert a pause of 3 seconds.

14 **AUTO KEY**
To switch over between automatic and manual receiving modes

15 **ABB. DIAL KEY**
If you wish to send documents to partners whose fax numbers you have previously stored, first press ABB. DIAL and then enter the stored number.

16 **CALL KEY**
Press this key if you wish to ask the receiver to speak to you after fax transmission.

17 **PRINTER ALARM**
Lights up if there are problems with the printer.

18 **DRUM LIFE**
Lights up when the printer drum requires replacing.

Have fun with your new fax machine!

This instruction manual introduces you as briefly as possible to all the necessary functions of your new fax machine. For your convenience, let us first take a look at the contents.

From page 6

Introducing your TOSHIBA FAX MACHINE

An introduction with practical exercises. Afterwards, you will have mastered all the basic functions, including how to send and receive.

From page 18

Functions for advanced users

Familiarize yourself with the great potential of your Toshiba TF 551 or TF 531 fax machine. In return, the machine will offer you a high level of convenient operations.

From page 26

Even more possibilities

Many helpful functions, technical settings, lists, journals and records.

From page 38

Troubleshooting

Tips und checklists, how to eliminate faults, how to take care of your machine.

Page 49

Glossary

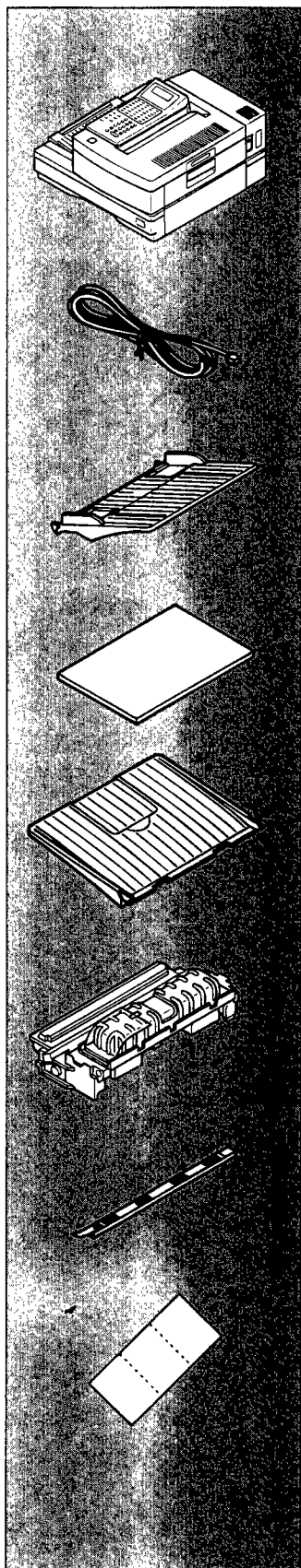
For reference purposes: an index of the descriptions for all functions.

You're just
15 minutes away from
your first
fax message



Important...

When unpacking your fax machine, **please check** that all parts shown here are present and in perfect condition.



- 1 Fax machine
- 2 Telephone cable
- 3 Document tray
- 4 Instruction manual (this manual)
- 5 Exit document tray
- 6 Process unit
- 7 Fixer cleaner
- 8 Recording paper indicator

If anything is missing or damaged, please contact your dealer immediately.

Get ready...

The correct location for your fax machine is easily found:

- near a 240 V AC socket*,
- near a telephone connection, ideally with a single line reserved for your fax machine.

* No equipment with high power consumption (such as a photocopier) or equipment which generates electrical noise (such as a radio, computer, radio transmitting and receiving equipment) should be connected to this main supply.

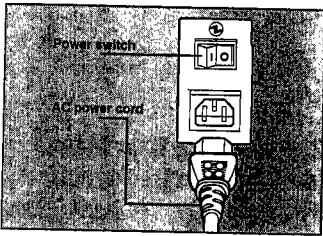
Please protect your machine from:

- direct sunlight,
- dust,
- vibration,
- heat,
- humidity.

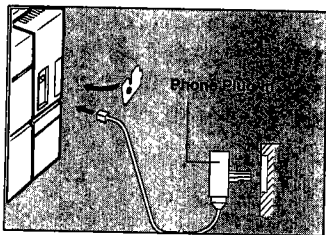


Get set...

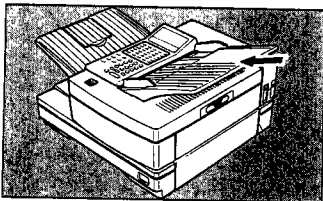
Connecting to the mains.



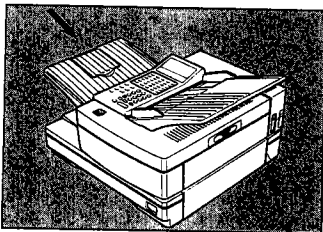
Connecting the AC power
You will find the mains connection and the ON/OFF switch on the back of the machine.



Telephone connection
Connect your fax machine to the telephone socket.
Don't forget to screw the jack cover on again.



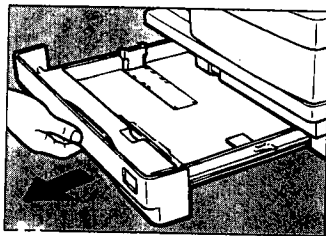
Install the document guides
The document guide is inserted in the slots on the right next to the control panel.



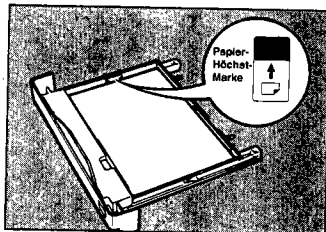
The exit document tray
fits in the slots on the left below the control panel.

▲ To avoid damage, never place any heavy objects on the document guides

How to insert the recording paper.

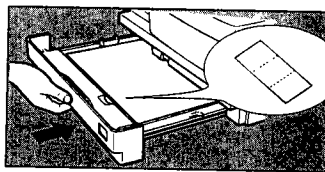


Remove the paper cassette
Your fax machine is still on.



Insert a stack of A4 paper.
Prepare the recording paper by flexing and fanning out the stack to separate the sheets. Place the paper so that it lies straight in the cassette and make sure that:

▲ the paper is never stacked above the limit mark.



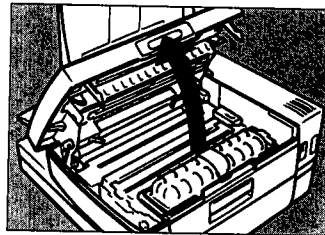
Insert the paper format indicator card here

Then: Slide the cassette into the slot until you hear it lock in place.

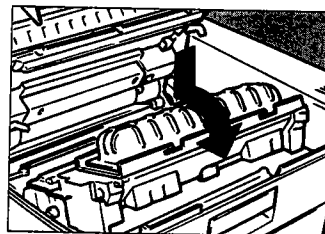
▲ Do not use damp, wrinkled or torn paper.

How to install the process unit:

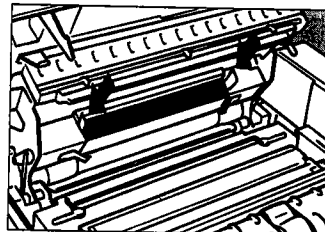
In order to prevent transport damage, the high-quality process unit of your new fax machine is delivered in special packaging to provide additional protection. Please also follow the enclosed instructions. This is how to install the unit:



Open the top cover
by pressing the release button.



Install the process unit...
by inserting the pins into the lateral guides and then, by applying slight pressure, lower it into the correct position.

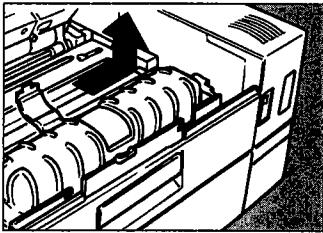


...and now: the ozone filter
As you see, it is inserted in its support underneath the cover. When inserting, hold the filter only by the ribbons in order to avoid clogging the filter mesh.

▲ A damaged drum will affect the copy quality. Therefore: Never touch the drum surface or expose the drum to sunlight for more than three minutes.

To make a good impression: the toner pack

When installing the machine for the first time and later when the message TONER LOW or TONER EMPTY is displayed, you must replace the toner pack in your fax machine. At the same time also replace the fixer cleaner.



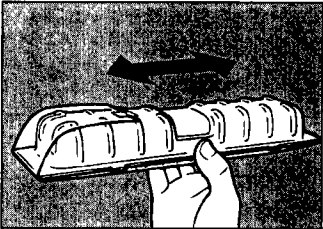
When replacing toner:

Release the green stopper and pull the pack out of its support in the direction of the arrow, as shown.

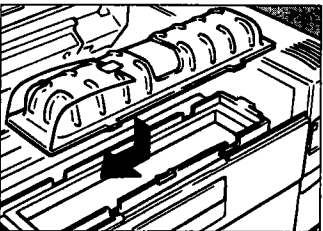
When installing for the first time:

Unpack the toner pack supplied.

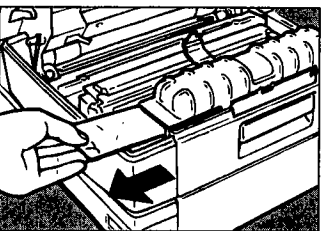
Do not touch any sensitive parts of the printer system.



First shake the new toner pack,

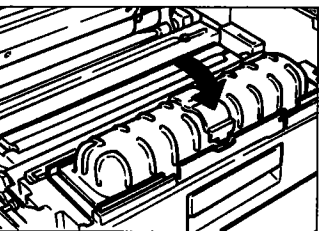


insert in the direction of the arrow and slide forward.

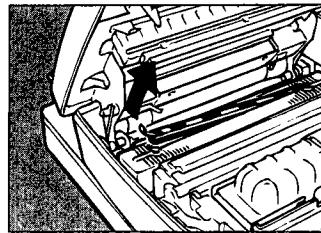


Now remove the seal.

When holding the protective foil, be sure to avoid contact with any toner residue.



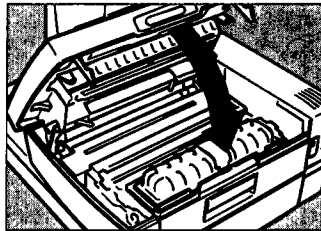
The toner pack latch locks into place with a click.



Replacing the fixer cleaner

(or installing for the first time): If necessary, pull the used cleaner ribbon upwards; when inserting the new cleaner, be sure that the white felt side is facedown.

Do not touch any parts inside the machine other than those described. The fixer cover can be very hot - even after the machine has been switched off.



Now close the cover

until it locks firmly into place.



Never throw the old pack into an open fire. Use packaging from exchanged parts to ensure proper disposal as inorganic waste.

CAUTION:

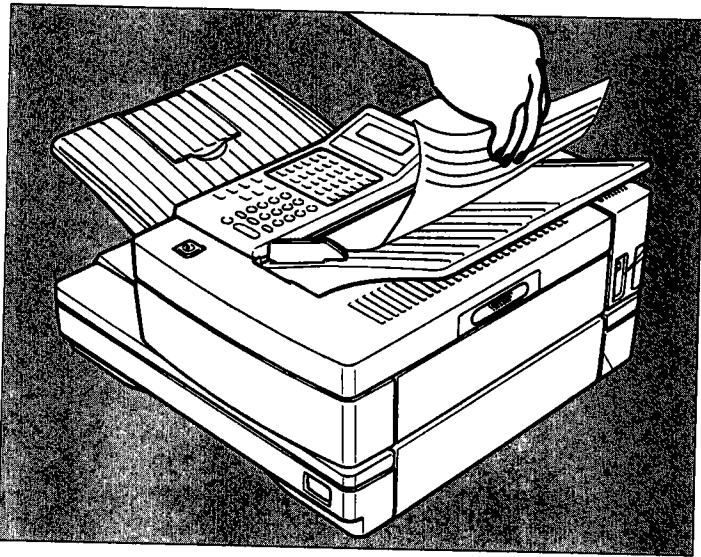
In case you come into contact with toner:

- Wash hands in cold water and clean thoroughly with soap.
- Wash eyes with plenty of water.
- If you have inhaled toner, breathe deeply in the open air.
- If toner gets in your mouth, wash it out with plenty of water.
- In an emergency, call a doctor.

...Go!

Good news: You're ready to send your first fax

It's easy from the word GO! For your first transmission, take an A4 sheet with legible print. Please turn to page 22 for information on the correct setting for your more exacting documents such as illustrations. Let's get going.



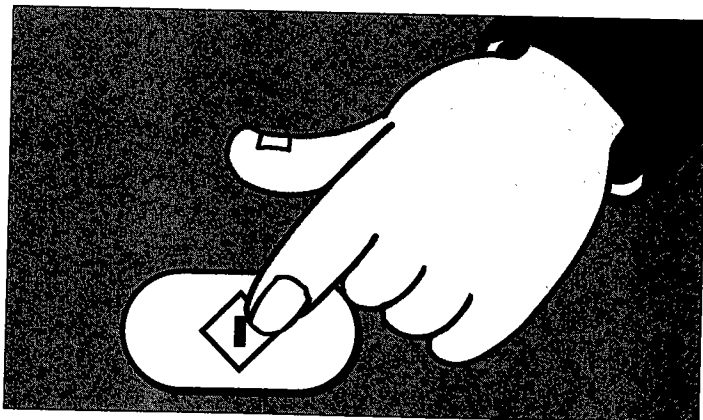
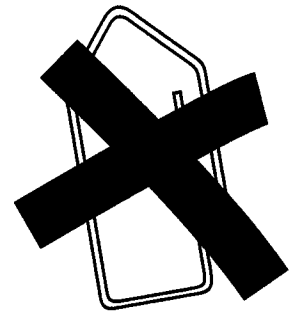
1. Load the document *

Place the sheet, **writing facedown** on the document feeder: Adjust the document guides to the edges of the sheet. After approx. 2 seconds, the machine will automatically draw the document in about 2 cm.



2. Dialling **

Pick up your handset and dial the receiver's fax number.** When the receiving machine answers with a tone, you just have to....



3. ...press START

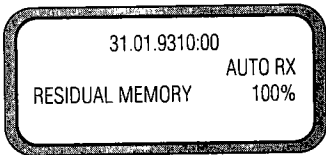
First, the machines exchange information with each other. After a few seconds, your document will be transmitted. A tone tells you that transmission has ended.

* Make sure you remove any paper-clips, staples or similar objects otherwise you may damage your fax machine.

** Turn to page 18 for a description of easier methods of dialling.

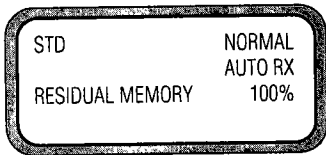
What have you done?

When preparing, dialling and sending your first fax message, you probably noticed that the message on the LCD display changed with almost every step.



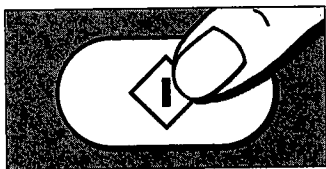
The LCD display

in the upper part of the control panel is your control monitor for all operations performed by your fax machine.



For example,

this display appeared when you had loaded the document and your fax machine had drawn it in a couple of centimetres.

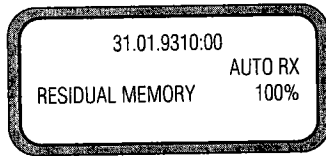


After you pressed START, your fax machine displayed the next step of the programme:



The display ON LINE

informed you that the process of transmission was at that moment under way.



After transmission,

a short tone is heard, reporting successful transmission of your fax message.

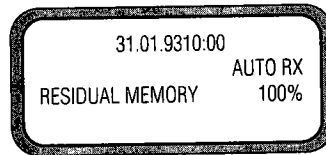
You now see the first message again on the LCD display: Your fax machine is in standby mode.

It automatically accepts incoming fax messages.



Can your fax machine talk?

Not quite! but your fax machine gives suggestions, asks questions and requests you to input data. Before you put this into practice, familiarize yourself with the few rules of menu selection.



The starting point and final point

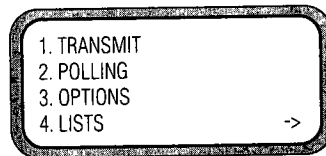
for all programme settings and modifications is the standby mode.

The LCD display shows

- date and time,
- the receiving mode selected, here: AUTOMATIC receiving mode, and
- information on memory capacity.

The MENU-key

calls up the menu: first you see



The main menu

It shows your fax machine's standard functions in the form of 9 keywords.

The arrow on the right asks you to press MENU again if you wish to run through the rest of the list...



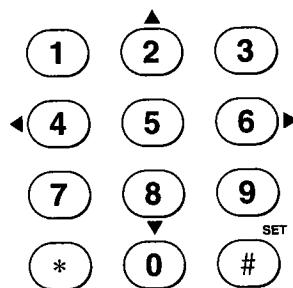
Press MENU again

and you key yourself over to the next page of the menu.



The choice is yours

If you wish to call up one of the menu items offered, an easy enter function is available:



The dial keypad

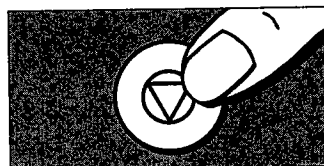
Just press the number at the beginning of the menu line of your choice on your keypad.

Always confirm your entry with

unless you have made an error. If so, there is a simple way of making a correction:

RESET

returns you to your starting point, the STANDBY MODE.



This is a matter of principle: a menu for each function.

Successful handling of your fax machine's selection menus is best explained in practice. For example, in setting the language. This is how it works. Select your language

2x MENU
➤



2x Select menu 2
Press MENU twice.

Call up INSTALLATION
Most standard settings are taken from this option.
Press ⑥



Select LANGUAGE ①
the complete range of languages is displayed.



3 Menus full of languages

With these keys, you can call up the next or preceding screen.

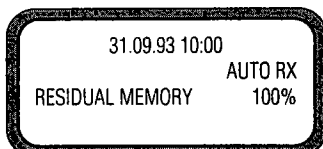
MENU
◀ ➤



Have you made your selection?

Press ①, from now on all menus are displayed in English. There is just one thing you must do after each selection:

ENTER
←

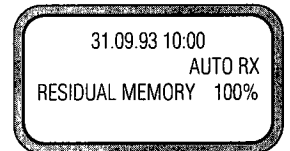
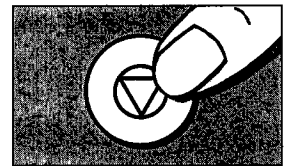


Confirm entry by pressing ENTER.

Now back to the standard menu
After successfully completing programming, you return to the standby mode by pressing ENTER once more.

Did you enter the wrong selection?

With RESET you return to the standby mode.



In the same way: set date and time

Now that all menus are displayed in the language of your choice, the method of menu selection must be applied again. This time fewer explanations will do.

MENU
2x 

Call up 2nd main menu

5. TEL NUMBER ENTRY
6. INSTALLATIONS
7. PRT. INSTALLATION
8. MENU LIST →

6

Select INSTALLATION

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI

2

Call up DATE / TIME

SET DATE & TIME
>: WEEK
DD-HH-YY - HH:HH
■ ■ - ■ ■ - ■ ■ ■ ■

Press number keys

For example, if you wish to enter:
Sunday, 31st January 1993,
10.00 a.m.,
press the numbers on the dial keypad

3 1
0 1
9 3
1 0
0 0

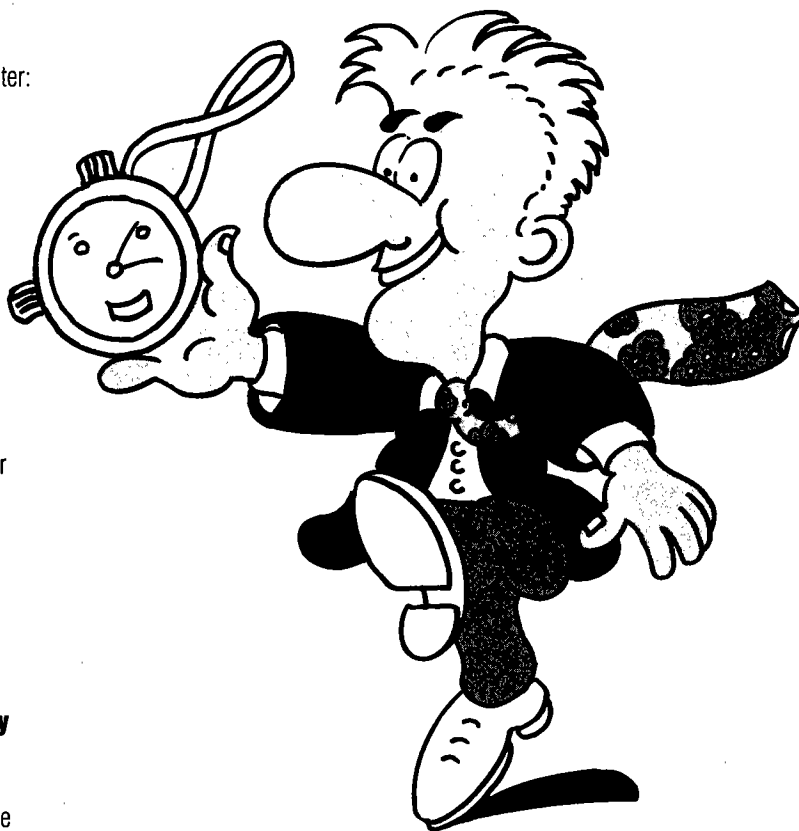
31 for the day
01 for the month
93 for the year
10 for the time of day (24-hour format)
00 for the minutes
to select the week day

>

ENTER


Confirm complete entry by pressing ENTER.

You return to the standby mode by pressing ENTER once more.




Your name at the top

Send your fax messages with your terminal ID. This comprises your fax number (compulsory in Germany!) and your (company) name. There is room for 20 digits and/or characters each.

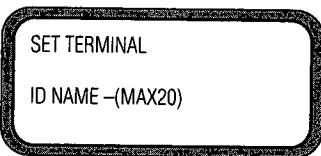
This is how to set your terminal ID...

MENU
2x 

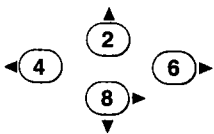
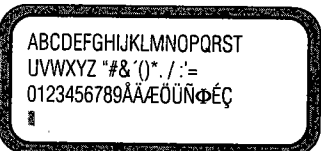


6
MENU
2x 

Now: press 9 1



After 2 seconds:



SET


ENTER


The character selection menu is displayed.

It offers you a selection of characters, digits and special characters. You can enter your name now using the dial keypad (up to 20 characters). This is where your text is displayed.

The cursor keys

Each time you press one of these keys on the dial keypad, you move an underscore, one of the two cursors, by one position through the character list in the direction of the arrow.

With SET

you confirm the character selected if it appears in the last line on the LCD display.

Is your name complete?

Then confirm by pressing ENTER. Or have you entered the wrong characters?



Your name at the top

... and now your fax number.

INTERNATIONAL CODE?
1. ADD+
2. NOT NEEDED

The question of the international code

Press **1** for yes, so your telephone number is internationally comprehensible.

SET TERMINAL ID
NAME - TOSHIBA
TEL NUMBER-(MAX20)
+ #

Now enter:

the country code, your area code without the 0, your fax number.

ENTER



Is the number correct?

If so, confirm by pressing ENTER. You will see another menu:

You can determine the position

You now enter where your terminal ID will be printed when it arrives at the receiver – inside or just above each text or illustration you send.

2x MENU



5. TEL NUMBER ENTRY
6. INSTALLATIONS
7. PRT. INSTALLATION
8. MENU LIST

In the 2nd main menu

With **6** you select INSTALLATION and in the next menu, **4**.

SET TTI
1. INSIDE
2. OUTSIDE
3. OFF

Select the position

inside or outside the illustration sent, with **1** or **2**.

2x ENTER



Now: **press** ENTER 2x, once to confirm entry and once again to return you to the standby mode.

This is how to correct characters, digits and special characters

ABCDEFGHIJKLMNQRST
UVWXYZ "#&'()*./:=-
0123456789AAÆÖÜÑΦÉÇ
T

For example, select "T"

The cursor is now under "O". 5 x **6** brings you to "T". Confirm your selection by pressing SET: "T" appears in the last line.

ABCDEFGHIJKLMNQRST
UVWXYZ "#&'()*./:=-
0123456789AAÆÖÜÑΦÉÇ
TOSHIDA

Now correct an error

The last but one character is incorrect.



Press the **menu key** on the left 2x.

ABCDEFGHIJKLMNQRST
UVWXYZ "#&'()*./:=-
0123456789AAÆÖÜÑΦÉÇ
TOSHI A

The cursor is blinking under "D" in the last line.

6

By pressing direction key 6 once, the underscore cursor is moved from "A" to "B".

ABCDEFGHIJKLMNQRST
UVWXYZ "#&'()*./:=-
0123456789AAÆÖÜÑΦÉÇ
TOSHI B

SET

#

Press SET to confirm entry "B".

ABCDEFGHIJKLMNQRST
UVWXYZ "#&'()*./:=-
0123456789AAÆÖÜÑΦÉÇ
TOSHIB

The cursor is now blinking again under the last character: "A".

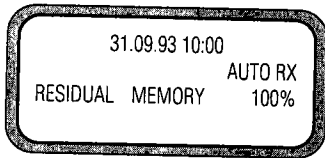
ENTER



Confirm the complete line with ENTER.

Switch to receiving mode

Your fax machine offers you two possibilities for receiving incoming calls. If you see the following on the LCD display, your machine is set on automatic receiving mode for fax messages.



Display: automatic receiving mode

If you do not pick up the handset within a prescribed time, your fax machine will treat all incoming calls as fax messages.

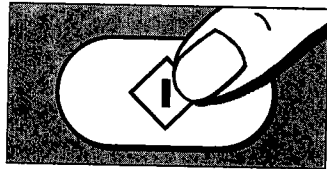
Callers wishing to speak to you now will hear only the fax tone.

Display: manual receiving mode

When the telephone rings, you have to pick up the handset in order to take a call.

If you hear the tone from a fax machine, press START. The fax message will be accepted and printed out.

If a caller is on the other end of the line, you can speak to him. Press START only if your partner wishes to send you a fax message.



Select the receiving mode

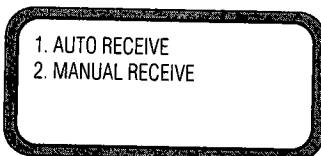


Press AUTO

The following menu gives you a choice:

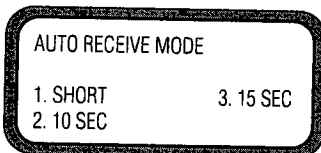
① or ② ?

If you choose AUTO RECEIVE, the next screen is displayed.



Determine the delay period

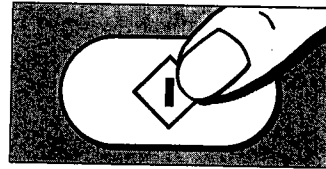
With ① ② or ③ you determine how long your telephone will ring before your fax machine accepts the call.



ENTER



Now you just have to confirm as usual by pressing ENTER.

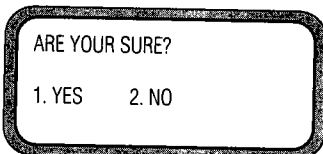
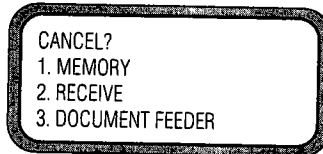


Do you wish to interrupt reception?

You can stop an ongoing reception at any time. To do so, press RESET.

What do you wish to do?

Press ②



As a precaution, your fax machine queries this:

If you press ① for yes, your fax machine returns to the standby mode.

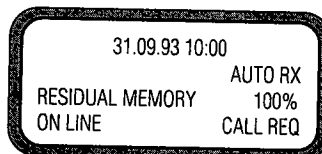
If you press ② for no, reception will continue.

To make inquiries: call request

CALL



During transmission, i.e. during sending and receiving, you can indicate to your partner that you wish to speak to him by pressing CALL.



This message is displayed in the last menu line:

- When transmission ends, your partner's machine sounds a call signal for approx. 15 seconds.
- If the call request is taken, you will also hear a call signal. Pick up your handset now and speak.
- If the call request is not taken, your fax machine switches back to the standby mode after approx. 15 seconds.

Do you wish to cancel the call request?

CALL



Just press CALL again.



You can determine the printout format of your fax message. Please turn to page... for information on this.



Ignore the message "31" in the transmission journal. It always appears after call request is used - regardless of the transmission result.

Document type and quality

The following table shows you which documents your fax machine can handle.

		Single sheet	2 or more sheets
Document size	Max	280 mm (W) x 700 mm (L)	257mm (W) x 356 mm (L)
	Min	148 mm (W) x 100 mm (L)	
Effective scanning width		255 mm	
How many sheets can be loaded at one time?			up to 12 (B4) up to 20 (A4)
Thickness of paper		0,05 to 0,15 mm	0,06 to 0,12 mm
Quality of paper		uncoated on both sides	

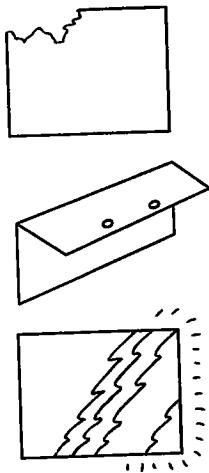


- Documents longer than 356 mm must be loaded manually.
- If you load several sheets at one time, they should all be the same size and quality.

Problem documents...

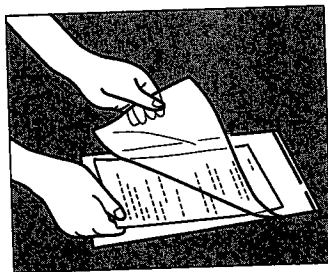
It may not be possible to feed in such documents. This applies to

- torn, wrinkled or damp pages
- folded pages or pages with holes
- transparent paper or paper with a smooth, shiny finish
- textile or metal documents



To avoid this problem you can **...photocopy the document or use a carrier sheet**. Your TOSHIBA dealer can supply you with practical carrier sheets.

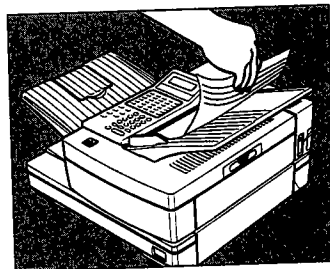
This is how to use a carrier sheet



You place your document printed side faceup on the carrier sheet under the transparent cover. You can now use the carrier sheet like a normal document. Except for one restriction: only one carrier sheet can be fed in at one time.

How to load documents correctly

- Most important: Only documents printed side facedown can be read. If you can still read your text, you will be sending empty pages or the backs of pages!
- Remove any paper-clips, staples etc. before sending the document. Now place your document on the document tray.



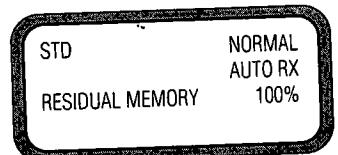
Automatic document feeder

Adjust the document guides to the edges of the sheets. After approx. 2 seconds, your document will be pulled in automatically - by about 2 cm.

You can load a stack of up to 20 documents. In this case, you must first flex the stack to separate the sheets.

The first message: Everything OK?

As soon as the fax machine has pulled the document in, a message appears on the first line of the LCD display:
STD NORMAL.



This gives you the current resolution and contrast settings. If you wish to modify these pre-settings, please refer to page 22.

Please dial

There are a total of five different ways of dialling on your fax machine. First, the standard procedure: direct dialling. We assume the receiver's fax machine is switched to automatic receiving mode.

Direct transmission



1. Dialling on the telephone

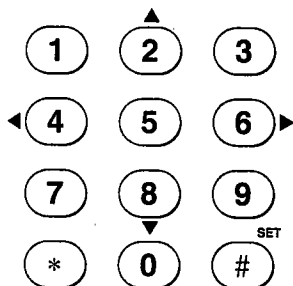
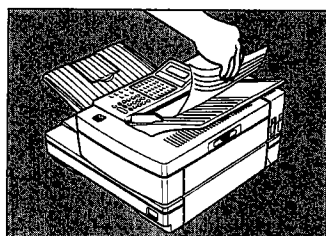
Dial on the telephone, as described on page 9 or:

2. You first dial

on the dial keypad and then load your document in the document feeder. Advantage: You can read the fax number on the document. or:

3. You first load the document

and then dial the receiver's fax number.



... on the dial keypad

Here – in 2 and 3 above – you enter the receiver's fax number.

On the LCD display,

the number dialled appears in the last line. You can correct the number with the keys

◀ and ▶.

Press START

For a few seconds, your machine and the receiver's machine first exchange technical information. Transmission of your fax message then starts.

TRANSMISSION ERROR?

If you hear a longer warning tone which lasts about four seconds after transmission and such a message is displayed, first delete with STOP.

Tips on how to eliminate errors are given on page 42.

Your fax machine now reports all operations on the display:

When the memory is activated,* (the standard setting of the TF 551)

STD	NORMAL
FILE NBR-	F.1
RESIDUAL MEMORY	90%

STD	NORMAL
FILE NBR-	F.1
RESIDUAL MEMORY	80%
ON LINE	01234567

31.01.93 10:00	
RESIDUAL MEMORY	AUTO RX
ON LINE	80%
	01234567

31.01.93 10:00	
RESIDUAL MEMORY	AUTO RX
	100%

When the memory is deactivated,* (the standard setting of the TF 531)

DIALLING	
	01234567

DIALLING COMPLETED	
	01234567

ON LINE	
	01234567

Transmission OK?

If the document was successfully transmitted, you will hear a tone. Your fax machine automatically returns to the standby mode.



* Explanations on the memory are given on page...

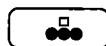
Is the number you dialled busy?

When the memory is activated, this information is displayed. Your fax machine will switch over to automatic redial.

WAITING TO REDIAL

By pressing REDIAL, you can activate redial immediately.

ABB. DIAL



Do you wish to cancel a transmission?

You can cancel a transmission at any time. When you press STOP, the next menu is displayed.

CANCEL?
1. MEMORY
2. RECEIVE
3. DOCUMENT FEEDER

When you press ①, this could have an effect on several memory procedures. Information on this is given on page 28. When you press ③, the document will be fed out without being sent.

ARE YOU'RE SURE?
1. YES
2. NO

As a precaution, your fax machine queries this.

Press ① for yes and your fax returns to the standby mode.

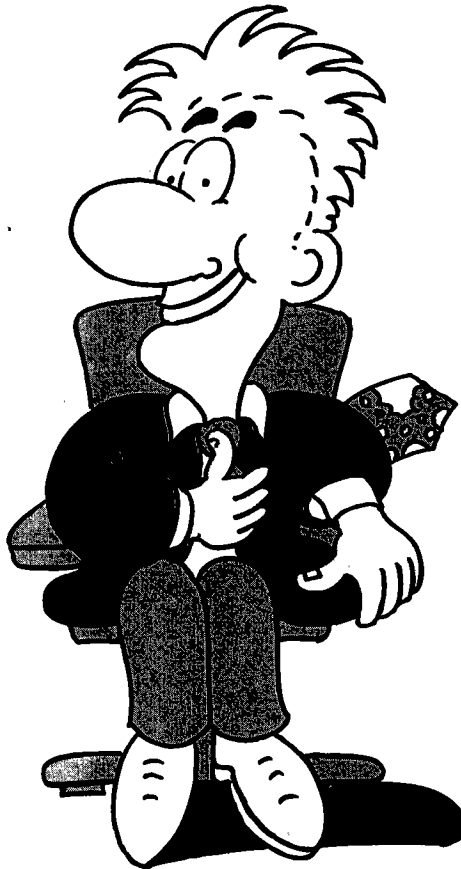
COMMUNICATION ERROR

Dialling for advanced users

Store the fax numbers of those partners with whom you frequently communicate. Your fax machine has these numbers ready at any time.

**Abbreviated dialling:
A great help!**

You can store up to 150 numbers with names. Instead of dialling the number, you just have to enter your partner's two-digit abbreviated number.



**One-touch dialling:
Even more convenient!**

Your fax machine reserves its own one-touch keys for the abbreviated numbers 1-35. To dial, just press the relevant keys.

First: How to store numbers

2x MENU

5. TEL NUMBER ENTRY
6. INSTALLATION
7. PRT. INSTALLATION
8. MENU LIST

ENTER AB. NUMBER
OR PRESS
[<]: TO CONTINUE
[→]: TO COMPLETE

Call up main menu 2

Press on the dial keypad for ENTER TEL NUMBER and in the next menu:

for ABBREVIATED NUMBERS

The following menu is displayed:

Determine storage location

First enter a number between 1 and 150 on the dial keypad: the number you wish to allocate to your partner's telephone number, e.g.: 1.

ABB. NUMBER -001
TEL NUMBER -(MAX 38)

ENTER

ABB. NUMBER -001
2nd TEL NBR. -(MAX 18)

Now: Enter the telephone number. Use the dial keypad again. Please turn to page 14 for information on this. You will see the digit sequence displayed in the last line of the menu.

Is the telephone number complete?
If so, confirm with ENTER.

What about an alternative no.?
When the first number is busy your fax machine automatically dials the second telephone number if you enter it now. On one condition: The first number must not exceed 18 digits. You can skip the suggestion with ENTER.

And now: how to store the receiver's name

ABB. NBR -001
TEL NBR -9876543210
ID NAME -(MAX 20)

When this menu is displayed, you can choose whether you wish to store the receiver's name with the telephone number. If you do not wish to do so, you have 2 seconds to press ENTER otherwise the following is displayed:

ABCDEFGHIJKLMNPOQRSTUVWXYZ
/&'()~.-/;-
0123456789AAEÖÜÑFC

Enter the name following the method for using the cursor functions of the dial keypad with which you are familiar (see also page 13).

ENTER



Is the name correct?
Confirm with ENTER.

And now: select transmission rate

ABB. NBR -001
LINE SPEED?
1. 14400 BPS*
2. 4800 BPS

Quick transmission ... helps save time and money. But: If the line is bad, a slower transmission rate helps avoid errors. Press
①, 14400 BPS for TF 551 or 9600 BPS for TF 531 for inland connections and
②, 4800 BPS for lines which have been bad in the past.

ENTER



Confirm with ENTER

The next step: abbreviated dialling becomes one-touch dialling

ABB. NBR -001
PRESS ONE TOUCH KEY
TO ENTER OR
(-): TO SKIP



ABB. NBR -001
LA
ONE TOUCH -03

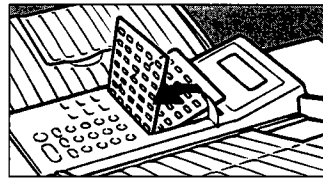
Your most important abbreviated numbers should be stored on one-touch keys. When this menu is displayed for 2 secs, press a one-touch key. For example, this one

-001 becomes one-touch key -03

Or would you prefer not to store the abbreviated number on one-touch key 03?
If so, only then press ENTER. After a further 2 seconds, your fax machine will suggest you assign other one-touch keys. If you wish to do so, press (<) TO CONTINUE and repeat procedure as before.

ENTER ABB. NUMBER
OR PRESS
[<]: TO CONTINUE
[→]: TO COMPLETE

Mark your one-touch keys



Note the names

of the partners to whom you have allocated one-touch keys. The best way is with a pencil on the index under the cover of the memory index card.

Telefax operation at extensions

If you are operating your fax machine at an extension, you will have to enter the key * or # before the telephone number, no matter if you dial using the dial keypad or store the telephone numbers. If necessary, you can insert pauses using the PAUSE key. These appear on the menu as a dash.

When operating your machine at a main station, settings may be necessary – depending on the dialling procedure. The exact settings are explained on page 47.



From time to time: you have to clear your memory

Fax numbers stored may in the course of time be modified. Other partners are added. It is easy to keep your fax machine up to date if you proceed as follows.

To modify telephone numbers ...

2x 

ENTER ABB. NUMBER
OR PRESS
[<]: TO CONTINUE
[-]: TO COMPLETE

Call up main menu 2

Press on the dial keypad

5 for ENTER TEL NUMBER
and in the next menu:
1 for ABBREVIATED NUMBER.
The following menu appears:

5. TEL NUMBER ENTRY
6. INSTALLATIONS
7. PRT. INSTALLATION
8. MENU LIST

Call up the storage location

you wish to reassign.

For example:


0 0 1 


ALREADY ASSIGNED
ABB. NBR -001
TOSHIBA

This abbreviated number has already been assigned

After 2 seconds, your fax machine gives you the choice of three possibilities:

ABB. NBR -001
1. CANCEL
2. MODIFY
3. RETAIN

If you press 3 for RETAIN,
 brings you back to the standby mode.

However, if you press 1 for CANCEL, your fax machine confirms this operation by reporting CANCELLED and returns after you press  to the standby mode.

If you choose MODIFY
with 2, the following menu is displayed:

Now: Do you wish to correct the telephone number?


You can retain the old number or update it. In either case, confirm with  (Also applies to alternative numbers).

ABB. NBR -001
TEL NUMBER -(MAX38)
0123456789

... Updating names

ONE TOUCH -01
ALREADY ASSIGNED
ABB. NBR -003
TOSHIBA

When this menu is displayed,
you can modify the receiver's name.

If you do not wish to do so, you have 2 seconds to press ENTER otherwise this display appears:

ABCDEFGHIJKLMNQRSTU-
VWXYZ "&'()*+,-./:;
0123456789AA'EOUNFC
|

Enter the new name
using the cursor functions on the dial keypad. See page 13.

ENTER



Is the name correct?

Confirm with ENTER.

Don't forget: Check the transmission rate

ABB. NBR: -001
LINE SPEED.?
1. 14400 BPS+
2. 4800 BPS

Is the old setting OK?

Press

1, 14400 BPS for TF 551 or 9600 BPS for TF 531 for inland connections and
2, 4800 BPS for lines which have been bad in the past.

ENTER




Confirm with ENTER

Do you wish to modify the one-touch keys assigned?

ONE TOUCH -01
ALREADY ASSIGNED
ABB. HBR -003
TOSHIBA


Reserve a new number on one-touch key 01?

Press e.g.: 

After 2 seconds, the selection is displayed on the menu:

ONE TOUCH -01
1. CANCEL
2. RETAIN

Choose either

2 for RETAIN and press  or press
1 to CANCEL and start assigning the key from the beginning as described.

Storing was really worth it!

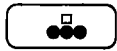
How to use abbreviated dialling

There is space for up to 150 telephone numbers in the memory. Do you wish to dial one of the numbers in the most convenient way? It's really easy.

This TF 531 example shows you here everything you have to do and the displays you see

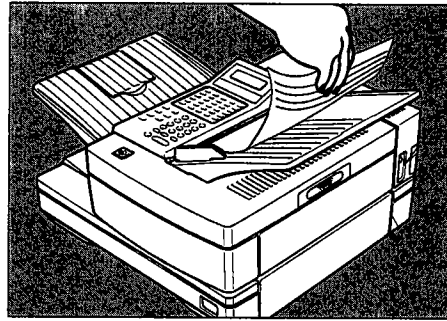
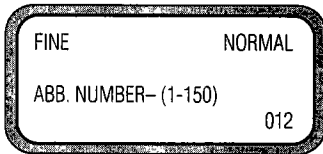
Press the abbreviated dialling key

ABB. DIAL



and call up the storage location*, e.g.

0 1 2



Load document

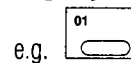
Don't forget: the printed side must be facedown.

One-touch dialling: dial by pressing just one key

The abbreviated numbers 01-35 have been assigned their own one-touch keys on the dial keypad. You just have to press the relevant keys once and your fax machine dials for you.

This TF 551 example shows you here everything you have to do and the displays you see

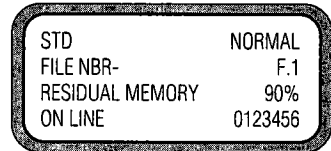
Now: Just press the one-touch dialling key



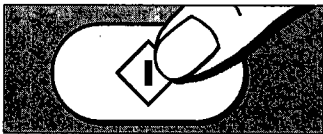
Your fax machine shows the name* (if stored) for 2 seconds or your partner's telephone number. **Then off you go**

The menu shows the settings

resolution contrast
file no.
the abbreviated number called up the telephone number

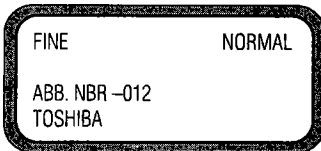


Now all you have to do is press START ...

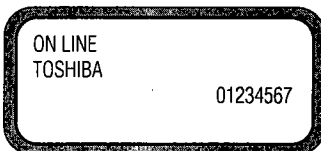


... and off you go.

The name of your partner is displayed (if you have stored it). If not, you will see the telephone number.



During transmission, your fax machine will keep you informed.

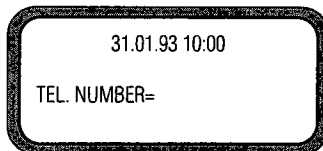


* If you pressed an abbreviated number by mistake or pressed a one-touch key with no stored telephone number ...



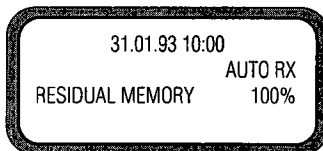
... you will see this message in the last line of the display.

Enter the correct telephone number or one-touch key in the next menu



Is the line busy?

Then the procedures for automatic and manual redial apply, as described on page 17.



After transmission

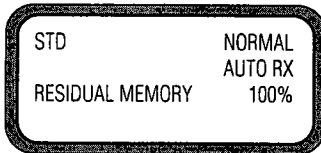
this display appears again

Your fax machine reports successful transmission by sounding a tone.

The solution for problem documents

Adjust resolution and contrast

Already on the standard setting, STANDARD NORMAL,



your fax machine provides for high-quality transmission or copying of your documents. However, you can also adjust the settings to suit your specific documents. The correct resolution – i.e. the number of pixels per millimetre – is selected according to these general rules:

STD: for handwritten or typed documents

FINE: for documents with very small print such as newspapers, diagrams

SF: for documents with very small detailed illustrations

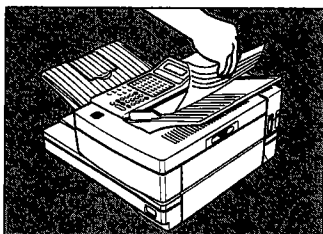
STD GR: for normal photos and colour documents

FINE GR: for detailed photos and colour documents

SF GR: for particularly sharp reproduction of photos and very detailed colour documents

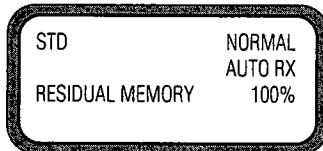
This is how to reset resolution and contrast

Load document

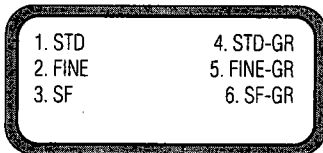


The values previously set are displayed in the first line of the menu.

Do you wish to modify the settings?

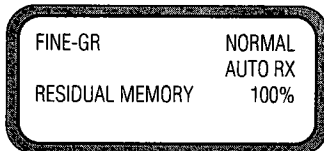


Then: press **RESOLUTION MODE**

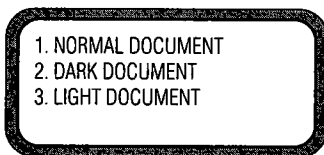


For example, select ⑤ for FINE-GR

The new setting



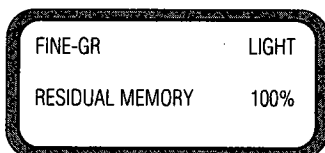
Now press **CONTRAST**



For example, select ③ for LIGHT DOCUMENT.

This setting is valid for the next transmission.

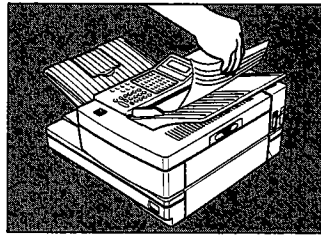
Your fax machine then returns to the factory setting STD NORMAL or to a presetting defined by you.



This is how to make a copy

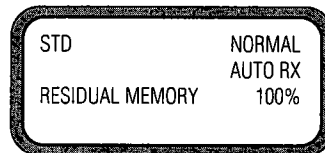
Vary the resolution and contrast settings as required until you achieve optimum results for your documents.

Load document



Do you wish to modify the setting?

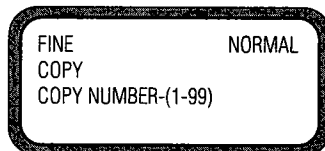
You have just tried this out.



Press **COPY**

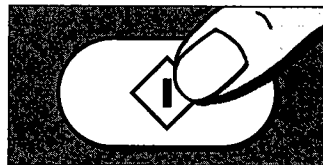


Choose the number of copies

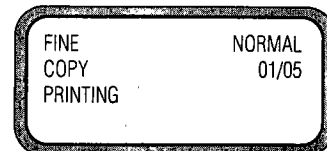


E.g.: ⑤

Now press **START**



When copying you will see this display.



If you copy a number of pages with very small print, you may see MEMORY OVERFLOW on the display.

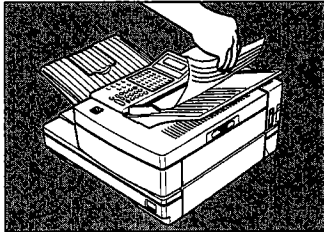
Switch the memory function off temporarily (see page 27). Memory expansion is available as an option.



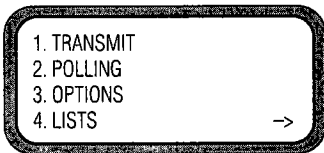
You can determine transmission at a specific time

There are some messages which it is convenient to send during the night. For example, for overseas connections, you can simply bridge the time gap of several hours by programming your fax machine to reserve your fax message in a RESERVATION LIST and send it a specific time. This can even contribute to considerable savings in telephone charges.

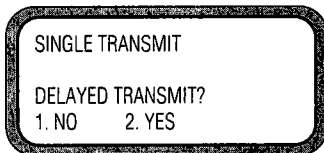
Delayed transmission



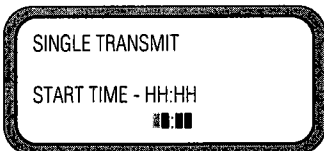
Load the document and press



In the main menu, you select ① for the menu TRANSMIT. In the sub-menu, press ① for SINGLE TRANSMIT. Your fax machine now asks:



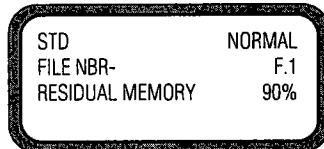
Please press ① or ② and confirm with



Determine the START TIME for 11.45 p.m. e.g.: ② ③ : ④ ⑤. Don't forget to confirm with

You will see the following messages:

When the memory is activated



When the memory is deactivated

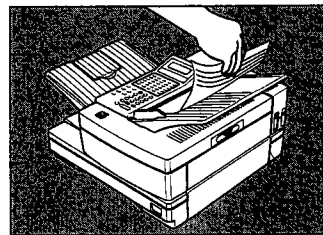


Your fax machine will automatically send your message at the preset time. Redial, multi-address transmission, mail box transmission or relay transmission functions can also be carried out. BUT: If the document is not stored in the memory, you will be able to receive messages but not send any messages. Turn to page ... for an explanation on how to cancel programming of "delayed transmission".

A self-service offer

This function gives callers the possibility of calling up a document which you have reserved for one or more receivers.

How to have reserved fax messages called up:

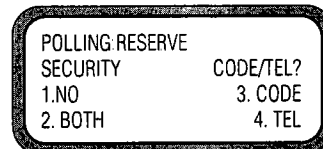


Load the document you wish to have called up in the document feeder.

With , you select the first main menu



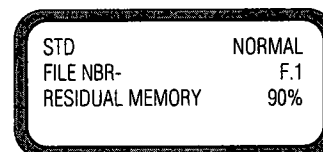
Press ② for POLLING, then in the following menu ①, and once again ①.



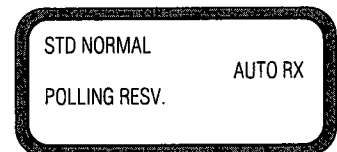
Now you have to decide: If you press ① for NO, anyone can call up your fax message.

Your fax machine then displays:

When the memory is activated,



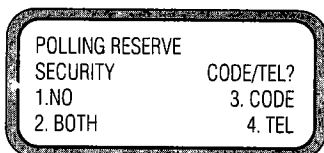
When the memory is deactivated



When the memory is activated your fax machine can receive and transmit other messages even though polling is programmed. When the memory is deactivated, you cannot send fax messages until polling is cancelled. Do you wish to cancel your reservation? Information on how to do so is given at the end of this section.

Wish to protect documents from unauthorized callers?

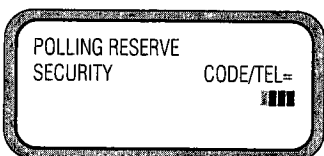
What sort of protection do you need?



You can protect your documents from unauthorized callers as follows: Selection

② stands for BOTH, i.e. double security.

Your fax machine checks both the security code and also the telephone number to see if the caller is authorized to have access to the document. Therefore, you have to programme both settings.



Programming the CODE

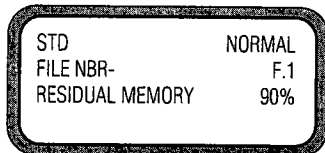
This must be agreed with the caller and functions only between two TOSHIBA fax machines.

Enter your 4-digit security code in this menu and confirm with

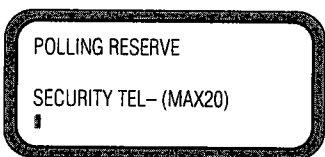
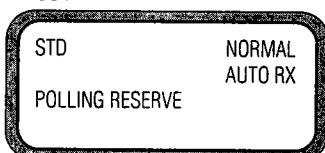


Until the document is called up, your fax machine displays:

TF 551



TF 531



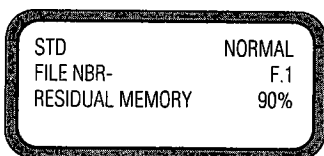
The security telephone number

is entered in this menu and confirmed with

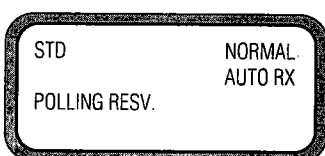


Depending on the model, your fax machine will then show the display on the left or right:

TF 551



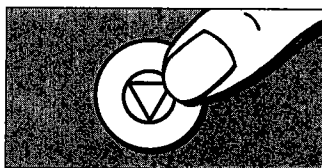
TTF 531



If you selected 3 for CODE or 4 for TEL instead of the security function BOTH, your fax machine will show you only one of the above LCD displays. Proceed as described.

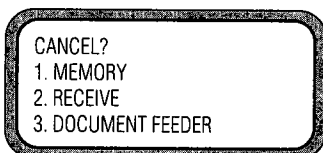
Do you wish to cancel a reservation?

Although reserved functions are useful - sometimes they block other operations: For example, you cannot send any fax messages while a reserved document is waiting in the document feeder to be called up.



Always on duty: The STOP key

After pressing STOP, the number of the reserved function flashes in the following menu.



Really easy: Cancel reservation?

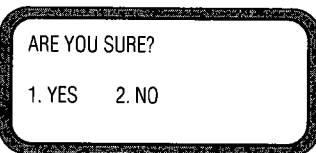
Press

② if you wish to cancel an ongoing receiving transmission, or

③ if documents are loaded on the document feeder waiting to be transmitted, called up or transmitted at a specific time.

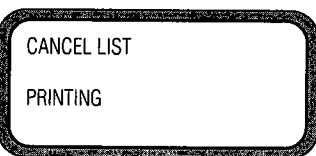


If your fax machine still has outstanding tasks such as delayed transmissions etc. in its memory, you can cancel these too by pressing ①. Please turn to page 27 in the chapter Memory Functions for further details you should consider here.



Did you select 2 or 3?

If so, as a precaution, your fax machine asks you to confirm. Press ① or ②.

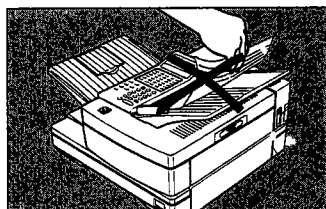


Confirmation is printed out.

Here you will see which operation you have cancelled.

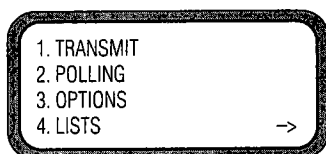
You too can call up messages

This is how you can call up reserved messages from other fax machines.



There must be no documents loaded in the document feeder of your fax machine.

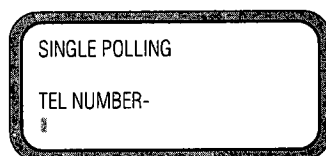
MENU



Call up the main menu

Select POLLING

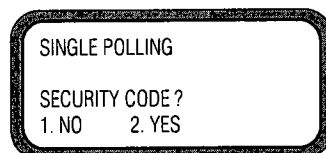
with **2** and the next menu **2** once again for SINGLE POLLING



Now:

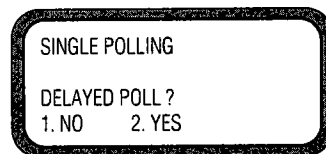
enter the telephone number
You can dial the number of the receiving machine on the

- dial keypad or
- by abbreviated or one-touch dialling.



Do you need a code?

If you pressed **1** for NO, your fax machine asks you just one more question:

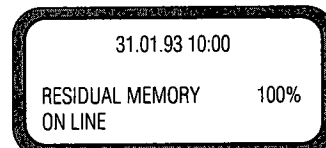


Do you wish to call up the document immediately?

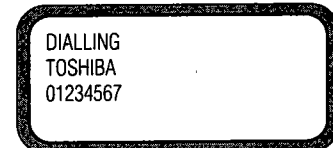
Answer **1**.

Your fax machine starts the call-up and displays:

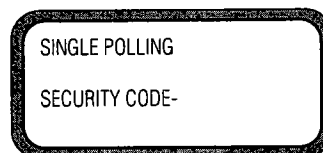
TF 551



TF 531



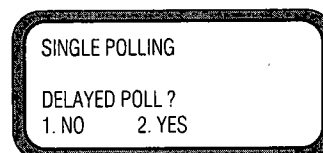
Did you press YES for SECURITY CODE?



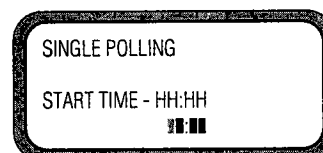
Then this menu asks you to enter the agreed 4-digit code and confirm it. E.g.:

1 2 3 4
and

Polling should be delayed?



Press **1** for YES and in the next menu ...



... insert the required start time using the 24-hour format. Don't forget:

Confirm with

Instead of calling up messages, your fax machine starts transmitting, if a document is in the feeder.



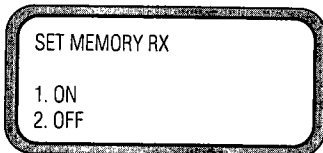
What would your fax machine be without its memory?

Many useful functions of your fax machine are only made possible due to its integrated memory: From substitute reception when there are minor operational problems through to programming functions which without the memory would block fax operation. A summary is given below of the memory functions.

Substitute reception

2x MENU
▶
6

3x MENU
▶
9
5



Message on the LCD display:

PAPER EMPTY or
PAPER JAM

When paper has run out or is jammed, this ensures that incoming messages are not lost.

How to set this useful function:
After pressing these keys, the following menu is displayed:

If you press ① für ON, incoming fax messages will be stored and automatically printed out...

...after you have corrected the fault and deleted the error message by pressing STOP.

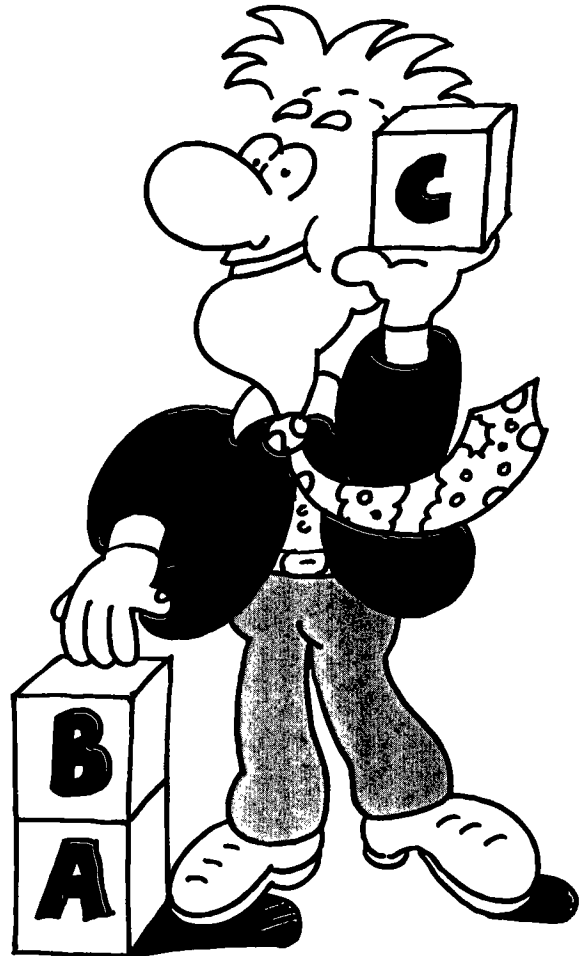
▲
Do not switch your fax machine off when correcting the fault as you will lose everything stored in the memory.

Memory transmission

These transmission functions are possible:

- Multi-address transmission
- Relay transmission
- Delayed transmission
- Transmission after redialling
- Reserve polling transmission
- Transmission reservation

The advantage is clear: Documents which you have read into the memory do not block the document feeder. Even more important: the memory makes it possible to programme new functions while one operation is running and further jobs are waiting to be done.



If you have familiarized yourself with the advantages of memory operation, you may be considering memory extension. Please contact your TOSHIBA dealer for details.

Before transmission: Select memory function

Both the TF 531 and the TF 551 have a memory function for transmission. BUT: The standard setting of both machines differs, as you will see from this summary. Before you use the memory function, you have to select the required setting (ON/OFF).

Standard setting: TF 531

Memory deactivated
If you load the document in the document feeder, it will be sent - without being stored - or reserved for polling, if you have entered the receiver's number.

Possible alternative:

Activate memory ¹⁾ and carry out the operation from the memory. This is how it works:

Operation:

Open the MEMORY INPUT menu:

2x MENU 

6

MENU 

8

From this menu, you select

2

to modify the standard setting. In the next display, you select the required setting by pressing

1 or 2

and confirm with



Standard setting: TF 551

Memory activated.
Documents in the document feeder will be read into the memory.

Possible alternative:

Deactivate memory ²⁾ and transmit directly, reserve for polling etc.. This is how it works:

1. DOCUMENT MODE
2. PROHIBIT MEMORY TX
3. LINE MONITOR

MEMORY INPUT

1. ON
2. OFF

PROHIBIT MEMORY TX

1. ON
2. OFF

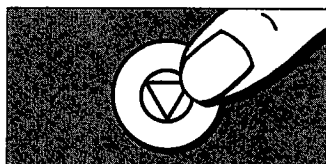
1. DOCUMENT MODE
2. PROHIBIT MEMORY TX
3. LINE MONITOR

¹⁾ If you wish to use the memory only for a current operation, you can activate it with the OPTION menu, or - more easily - assign a one-touch key as a programme command for the memory activating function. See also page 35,36 for assignment of programme keys.

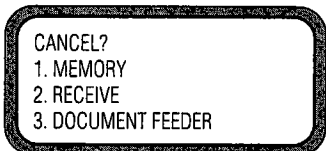
²⁾ You should deactivate the memory only when your documents are of such a volume or require so much memory space that memory overflow is to be expected.

Cancelling memory functions

You can cancel or delete stored jobs such as transmission, multi-address transmission or polling reservation at any time. However, as several operations could be affected by memory functions, your fax machine queries the operation you wish to delete before finally deleting it.



Press RESET and your fax machine asks what you wish to do on the next menu:

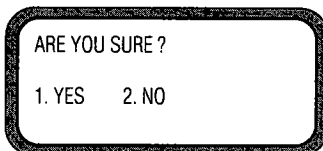


If you press ② or ③, those reception or transmission operations will be cancelled which do not involve any memory functions.
If you press ① for memory...



... a list of all jobs currently waiting to be carried out in the memory is displayed on one or more menus.

On the left: operation or receiver of the fax message
On the right: the job no. (In our example, D2 and D5 have already been carried out or deleted.) By pressing ① ② ③ or ④ you select the job you wish to delete.



As a precaution, your fax machine queries this:
If you press ① for YES, the job will be deleted. Your fax machine returns to the standby mode.
If you press ② for NO, the reservation is preserved.

CANCEL LIST						
				TIME	: 05.03.93	17:18
				TEL NUMBER	: +49-2131-158341	
				NAME	: TOSHIBA EUROPA	
FILE	FUNCTION	PGS	MAIL	TIME	TO	
F.3	SINGLE TRANSMIT	01		17:00	*02131158337	

Just to be sure, your fax machine prints out this type of list after every deletion.

Mail box transmission

Access to third-party mail boxes: The mail box function

What may sound at first like uninvited snooping can actually be exactly in line with your fax partner's wishes: automatic exchange of messages between two fax machines as mail boxes. Although your own fax machine cannot work as a mail box, you can send information to mail boxes or call up messages stored there. Between TOSHIBA fax machines:

There are three types of mail boxes

Information Box:

Offers information to all callers.
Documents stored here can be accessed by every caller.

Fax Box:

Can store several documents.

Personal Box:

Only callers giving an agreed security code have access to this box.

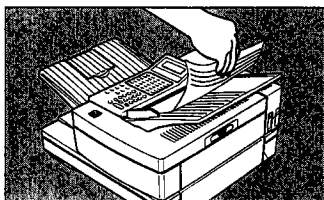
A word about the security code

If mail boxes are protected by a security code from unauthorized transmission and polling, the fax machines first exchange an 8-digit number code before each transmission.
Please ask your TOSHIBA dealer for details on the machine's configuration.

The Public fax mail box

is an additional type of mail box allowing the exchange of information between different makes of fax machines.

Transmission to a mail box



MENU



1

3

Now the following is displayed:

SELECT BOX TYPE
1. FAX BOX
2. INFORMATION BOX
3. PERSONAL BOX

TRANSMIT TO MAIL BOX
FAX BOX
BOX NUMBER- (000-999)

TRANSMIT TO MAIL BOX
BOX NUMBER-012
SECURITY CODE-

This menu applies to all types of boxes

TRANSMIT TO MAIL BOX
BOX NUMBER-012
TEL NUMBER-

TRANSMIT TO MAIL BOX
BOX NUMBER-012
DELAYED TRANSMIT ?
1. NO 2. YES

TRANSMIT TO MAIL BOX
NUMBER-012
START TIME - HH:HH

Load document

Call up the mail box menu

Select the type of box

e.g. 3 for personal box

Now, using the dial keypad, enter the mail box number agreed with the receiver.

For example: 012.
Don't forget to confirm with

Did you select personal box?

Only in this case will you now have to enter the agreed 4-digit security code.
If you selected fax box or information box, you do not need to enter the security code.

Now key in the receiver's telephone number and confirm with .

The question of transmission time

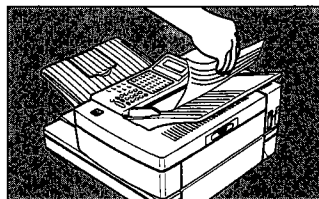
Make your choice by pressing 1 or 2.

At what time do you wish to transmit?

Enter the desired start time in the 24-hour format. Confirm:

How to open your own public info box

This allows documents you have made available in the memory to be accessed by any caller. This is how to set it up:



Load a document

MENU



2

1

2

STD NORMAL
FILE NBR- F.1
RESIDUAL MEMORY 50%

TF 551

STD NORMAL
FILE NBR- F.1
RESIDUAL MEMORY 50%

Call up the public fax mail box menu

Press these keys.

Your document is read into the memory

Depending on the volume of your document, you will see a display like this. After reading in the document, your fax machine will display one of these menus - depending on the model.

TF 531

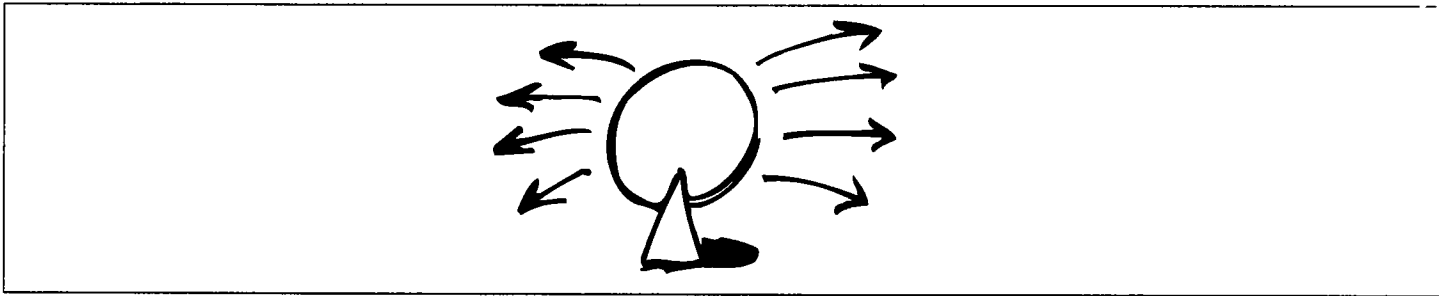
STD NORMAL AUTO RX
POLLING RESV.

Working with groups – makes life much easier

Why should you really take the trouble to send the same fax message to different receivers one by one or repeat other procedures until the last address has been called up? Your fax machine helps save your time, money and nerves by grouping operations and systematically working through them. To do so, you have at your disposal:

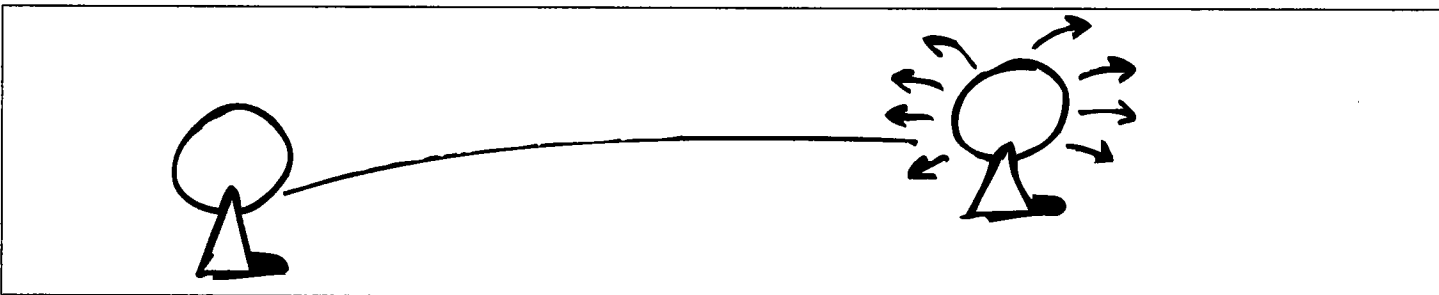
The multi-address function

A document is automatically transmitted from the memory to up to 150 receivers, also by redialling if the receiver's line is busy. This is ideal, for example, for sending the latest reports from the PR department to selected editorial offices.



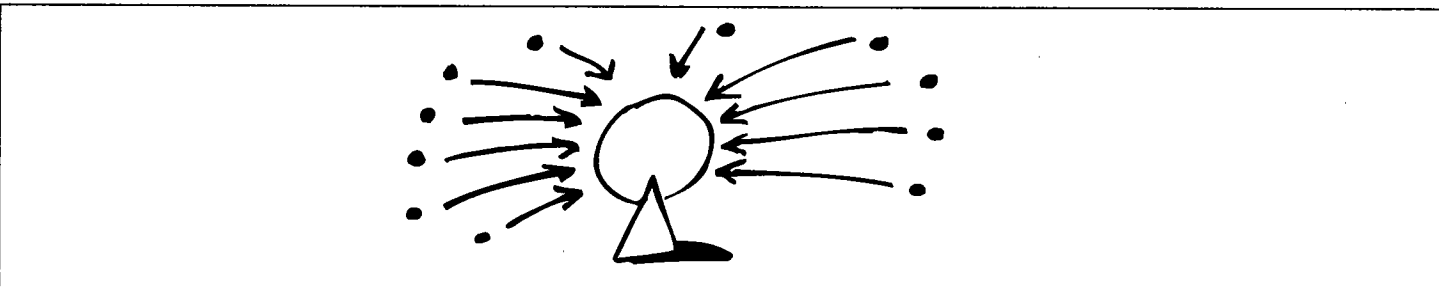
The relay-function

proves how useful it can be to delegate tasks: For example, by a fax machine overseas receiving your message, e.g. updated price lists, once and automatically forwarding it to several nearby receivers.



The multi-polling reception function

You can programme your fax machine to call up messages reserved for you - also at a specified time - from several stations or groups. Imagine, for example, order lists from field service proves.






There is just one thing you have to do before you make use of these helpful functions: determine and store end groups. To do this, each selected connection must first be stored as an abbreviated number and be assigned to one or more groups. Initial work and time spent organizing this will prove worthwhile in no time at all.



If you have any questions in setting up these useful transmission and reception functions, your TOSHIBA service partner will be pleased to give you advice and assistance.

Storing group numbers

You can store up to 15 groups with a maximum of 150 receivers each. Each group member is entered with its previously stored abbreviated number. You must first make up the receiver groups before you assign a function e.g. multi-address transmission to the group. This is how it works:

MENU
2x 



ENTER GROUP NUMBER
OR PRESS
[<]: TO CONTINUE
[↵]: TO COMPLETE

GROUP NBR -01
ID NAME - (MAX20)

GROUP NBR -01
ENTER ABB. NUMBER OR
[↵]: TO COMPLETE

GROUP NBR -01
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]: TO SKIP


GROUP NBR -01
TOSHIBA
ONE TOUCH -03

Call up the group menu



After pressing these keys, a request is displayed: Give the new group a number between 01 and 15.

Confirm with .

Request: the group name


Enter on the character menu with the help of the dial keypad and confirm .


Make up the group

Enter the abbreviated number stored for each group member and confirm each time with . You form other groups by determining new group numbers as before and storing abbreviated numbers. You end formation of groups by pressing .

Storing a group on a one-touch key?

All you have to do is press the one-touch key you wish to assign to the group displayed.

After , you see this display.

2x  returns you to the standby mode.

Do you wish to modify or delete group numbers?

The principle is the same as for abbreviated or one-touch numbers as described on page 20.

Just one tip: If you reassign an abbreviated or one-touch number which is stored in one or more groups, your new partner will automatically receive all (confidential) messages in the same way as with multi-address transmission.



Automatic transmission to groups

Your document will be automatically transmitted to all the members of pre-determined groups one after the other. Even with delayed transmission and redialling.

Load document...




... and start transmission.

Either:
with the one-touch key
of the group you wish to call up.
Then:
Do not press START.
Multi-address transmission starts
when...


... the document is read in.

You receive a memory message.
If there is not enough memory
capacity, MEMORY OVERFLOW *
will be displayed. Pages which
are waiting to be read will be
fed out and documents already
stored will be deleted.

Or: you enter the target group(s)

If you press these keys, you
will see the multi-address trans-
mission menu. For example, if
you select group 13 on the dial
keypad and confirm with  ...

... the group number and a
group name will be displayed.

If you wish to select other
groups for multi-address trans-
mission, you can now enter the
next group numbers or press  , if
you do not wish to select other
groups.

Delayed transmission?

Either you enter the start time
in the next menu or you press
NO so that transmission starts
immediately.

Multi-address transmission with single setting

Instead of multi-address trans-
mission to pre-determined groups,
you can also have messages sent
to individually selected receivers
(up to 8). This is done with a
one-touch key in the MULTI mode
or with abbreviated number keys.

Load document

Now: press MULTI

If you have questions, please
turn to page 36 for assignment of
programme keys.


The next menu

tells you that you can enter tele-
phone numbers as follows:

Press the abbreviated num- ber key

and enter the receiver's abbrevia-
ted number.

Or: Dial directly

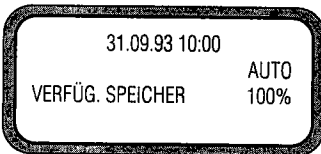
on the dial keypad. Either way:
confirm the entry with  .
Up to 8 entries are possible.

Have all the numbers been selected?

If so, you just have to press



**After reading into the
memory,** transmission starts as
described under groups.

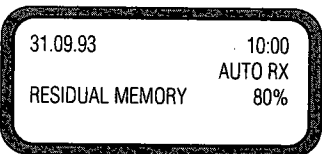
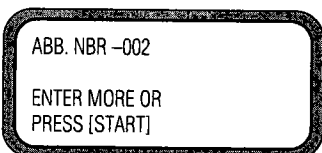
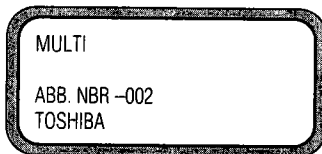
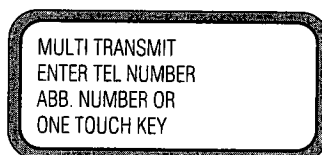
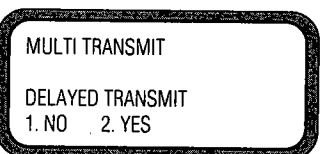
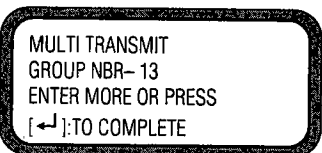
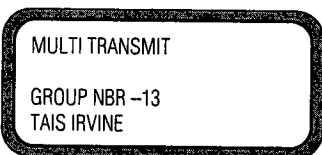
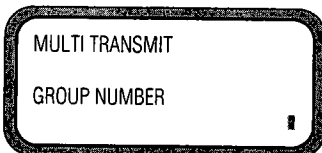


MENU



1

2



The options of the standard transmission mode are available again only when multi-address transmission has been completed.

Fax machine to relay station: prepare for transmission

Before you send the same fax message overseas again and again, it would be better to instruct a local telefax station to forward your message to certain receiver groups. If you make the appropriate preparations, you can even control the relay station from your fax machine as if you yourself had pressed a one-touch key on which a group is stored.

On two conditions:

1. As relay stations, TOSHIBA TF 381/S or TF 581/S fax machines must be installed.
2. Before operation, both fax machines must exchange an agreed 8-digit security code.

The first step: preparing for transmission

2x MENU 

5

3

ENTER RELAY NUMBER
OR PRESS
[<]: TO CONTINUE
[>]: TO COMPLETE

RELAY NBR -1
ID NAME - (MAX20)


RELAY NBR -1
ENTER RELAY STATION
ABB. NUMBER - (1-150)

RELAY NBR-
RELAY STN-001
ENTER END GROUP OR
[<]: TO CONTINUE


RELAY NBR -1
PRESS ONE TOUCH KEY
TO ENTER OR
[>]: TO SKIP

Call up the relay number menu


This menu asks you

to enter a relay number between 1-5 for the pending transmission, to confirm with , then ...


... enter the name of the relay station.

Confirm again with .


What is the telephone number of the relay station?



Enter the abbreviated number to dial the relay station and confirm with .

Now: enter the receiver

group stored in the relay station with its 4-digit group number and confirm with .

In this way, you can select up to **4 receiver groups**.

Then press 2x  and assign a one-touch key to the transmission operation.

E.g.: . If you do not wish to do so, immediately press  2x.

The second step: your fax machine starts transmitting

After the configuration has been set, you have to continue as follows:

Load document and start transmitting



MENU



1

4

RELAY TRANSMIT

1. GROUP
2. INDIVIDUAL

RELAY TRANSMIT

RELAY NUMBER - (1-5)

RELAY TRANSMIT

RELAY STATION
ABB. NUMBER - (1-150)

RELAY TRANSMIT

RELAY NBR -2
DELAYED TRANSMIT
1. NO 2. YES

RELAY TRANSMIT

RELAY NBR -2
START TIME-HH:HH

Either with the one-touch key

on which you have stored the telephone number of the relay station.


Or:


with the relay number menu

You call up this menu by pressing these keys.

Now: select

If you pressed ① for GROUP...


...enter the number of the required transmission operation: 1-5. Confirm with .

If you pressed ② for INDIVIDUAL, enter the required abbreviated numbers. Confirm with .

Just one more question

When you start transmission from the menu, you can also select delayed transmission.

If you wish to transmit your message immediately, press ① for DELAYED TRANSMIT NO.

If you pressed ② for DELAYED TRANSMIT YES, enter the start time in this menu and confirm your selection with .



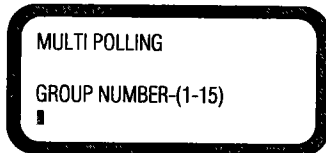
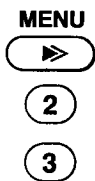
If you wish to delete a relay transmission, call up the menu to enter the relay number (1-5). The LCD display reports ALREADY ASSIGNED giving the number and name of the operation. In the next menu, you select DELETE.

Calling up messages...

Let us assume your field service is instructed to give reports to headquarters once a week. Instead of calling up each report individually from its staff fax machines, headquarters could "collect" all reports at an agreed time from the group "representatives". This useful function is programmed as follows:

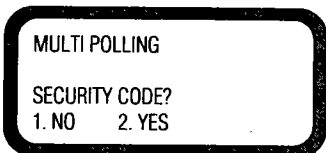
... from groups

You call up the multi polling menu by pressing these keys.



You must have previously stored **the group number** for example for field-service. Enter this number now and confirm with .

You can select several groups one after the other.



Request: security code?

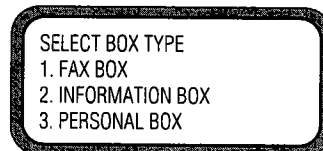
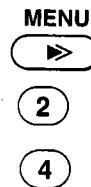
If you press ① for YES, another menu asks you to enter a 4-digit security code. Then, or if you pressed ② for NO, your fax machine asks about delayed polling and, if required, asks you to enter the start time.

... or from mail boxes

BUT: Only if both fax machines have the configuration with the 8-digit system password. See also page 33

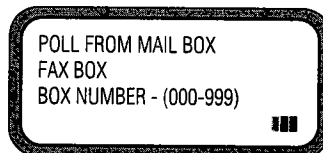
Call up the mail box menu

by pressing these keys.



Select the type of box

with ① ② or ③

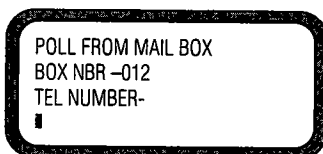


Did you select FAX BOX or INFORMATION BOX?

If so, enter the agreed box number. Confirm with .

If you select PERSONAL BOX,

you will be requested to enter an agreed 4-digit security code.



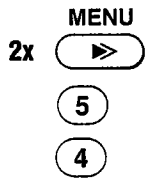
In any case: enter the telephone number

of the receiver's unit and confirm with .

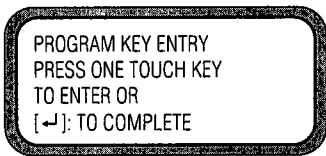
Then your fax machine asks about delayed polling and, if required, asks you to enter the start time.

One-touch keys can control programs

If you assign program commands to one-touch keys, by pressing just one key, you can easily call up functions which would otherwise require several menu entries. This applies to programs ranging from activating and deactivating the memory through to language selection. This is how it works:



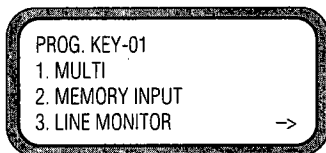
Call up the **program keys menu** by pressing these keys.



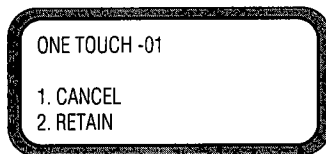
Follow the request this menu makes.



Press the one-touch key on which you wish to assign the programmed function, e.g.: 01.



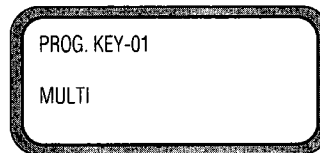
Make your selection from the functions offered by pressing the dial keypad.



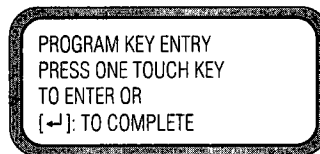
Has the one-touch key already been assigned?
If so, another menu displays the pre-set program and asks you if you wish to cancel it. If you press ① for cancel, your fax machine is ready for assigning the one-touch keys.

How to programme one-touch keys

After you have pressed the one-touch key of your choice e.g. 01, you can make your selection from the programs offered using the dial keypad:



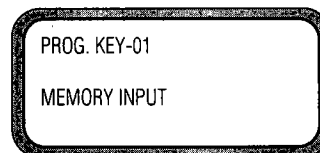
If you press ① for MULTI, your selection will be confirmed by this menu. The next menu is displayed after 2 seconds:



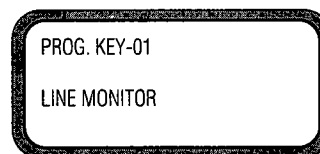
Press the one-touch key to accept the selection. Attention: [↵] stops the programming! If you wish to assign another program to the one-touch key, proceed according to the same principle. For example, press: ② in the case of TF 551.



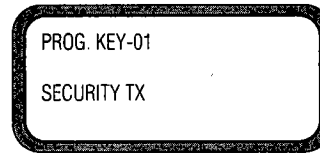
② in the case of TF 531.



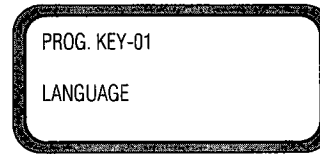
③ for LINE MONITOR when dialling.



⑤ for SECURITY TRANSMISSION.



⑦ for LANGUAGE in displays and journals.



One-touch keys can control programs

Now: a multiple choice

PROG. KEY-01
OPERATION
1. TRANSMIT
2. POLLING

Did you press **4**?
The menu selection for this key is OPERATION. Within this menu, an alternative is offered: TRANSMIT or POLLING.

1. SINGLE
2. MULTI
3. MAIL BOX
4. RELAY

When you select TRANSMIT, this sub-menu is presented. Select the option you require on the dial keypad.

PROG. KEY-01
OPERATION
1. TRANSMIT
2. POLLING

When you select POLLING, another sub-menu is displayed:

1. POLLING RESERVE
2. SINGLE
3. MULTI
4. POLL FROM M-BOX

make your selection here too on the dial keypad.



Again: Select alternatives

PROG. KEY-01
DELAYED COMM.
START TIME - HH:HH
18:00

This sub-menu asks you to enter the start time using the 24-hour format and confirm with **←**.

PROGRAM KEY ENTRY
PRESS ONE TOUCH KEY
TO ENTER OR
[←]: TO COMPLETE

End the entries for any one-touch key assignment with **←**.

Department code: protection against unauthorized users

If you wish, you can establish who uses your fax machine. All you need to do is assign department codes allowing you to ensure that only authorized staff have access to the machine. Department code lists give information on the use of your fax machine.

Enter master codes

2x MENU 

6

MENU



7


Call up the enter dept. code menu

Press these keys.

DEPT CODE ENTRY

1. YES 2. NO

Department code entry?

Press **2** for NO and **1** or  for YES.

MASTER CODE ENTRY
MASTER NBR -01
MASTER NAME - (MAX10)

Did you select YES?

If so, this menu asks you to enter a master name.*
Select from the character list.

MASTER NAME ENTRY
MASTER NBR -01


TOSHIBA

What is the master name?

Confirm with .

MASTER CODE ENTRY
MASTER NBR -01
MASTER CODE-


And now: Your master code

Designate a 5-digit number and confirm with .
Only the right combination of name and number authorizes the

DEPT CODE ENTRY

DEPT NUMBER -(1-20)


Assignment of department numbers.

The numbers 1-20 are to be assigned. e.g.: 02*
Confirm with .

DEPT CODE ENTRY

DEPT NUMBER - (1-20)


There are 20 spaces for the name

Assign e.g. the department name Toshiba Europe and confirm with .

DEPT NAME ENTRY

DEPT NBR -02
DEPT CODE-


Now: department code

Designate a 5-digit code for the department and confirm with .

ABT. CODE EINGABE

ABT. NUMMER - (1 - 20)

Do you wish to assign more codes?

Proceed as before.
To end the operation, press .

Using the department code

Only a person who knows the correct department code can use your fax machine as long as the settings described above are in operation.

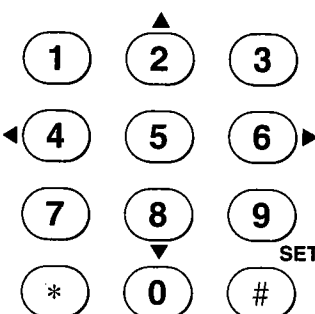
ENTER DEPT CODE


RESIDUAL MEMORY

AUTO RX
100%

The standby mode

for activated department code looks like this.



This department code must now be entered **before each fax operation** and confirmed with .

If the master name selected or the department number have already been assigned, your fax machine asks you whether you wish to cancel, modify or retain. Select the appropriate suggestion and follow the instructions given in the menu.

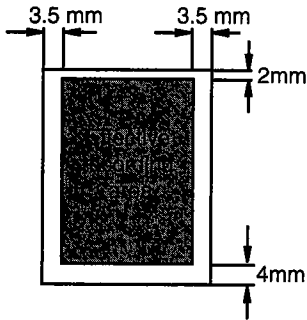


In order not to lose track of the department codes assigned, you can have the corresponding list printed out. The communication journal will give you a breakdown on the use of your fax machine according to departments. Explanations on this are given on page 39

Select the optimum setting for your printer

There's a limit to every page ...

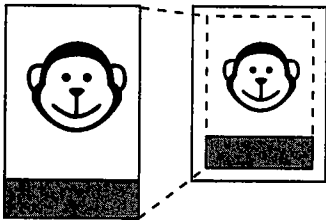
Your fax machine uses normal A4 paper as recording paper. If an incoming fax message is longer than the recording paper, the printer offers several possibilities to record the message.



The recording area

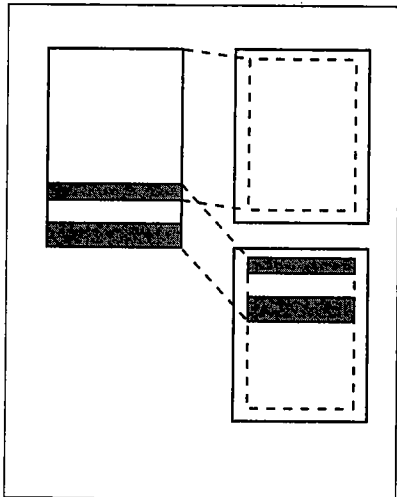
There is always a small area on the edge of the recording paper which remains unprinted.

If the document received is either the same length or shorter than the effective recording area in the illustration on the left, it will be reproduced in its original size. If it is longer than the recording paper, the document will be printed reduced to 90% if you select the following setting.



Reduced reproduction

This is how a longer document fits on a sheet of A4 paper. Select DISCARD ON to ignore reduction. The lower part of the document may be lost.



If you select the function

RX REDUCTION OFF, the document will be automatically printed out on two or more pages. The lower part of the document will be reproduced on the upper part of the next page.

If you select the appropriate setting, your printer will help you save paper. There is another option which will help you save electricity by limiting the operation of the printer heater to a fixed time of day.

Setting the printer operating modes

2x ENTER



PRINTER INSTALLATION

is selected with 7
 The next menu offers 3 selections:

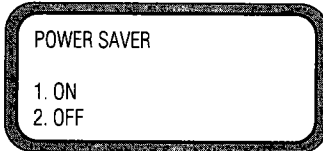


RX REDUCTION?

After 2 press 1 for ON or 2 for OFF.

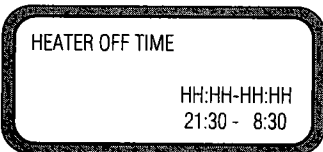
Instead you can also select DISCARD. Again

1 for ON or 2 for OFF.



The power saver

enables you to determine whether your printer should be switched off temporarily. You can decide with 1 for ON or 2 for OFF.



You can fix

the time of day when the printer heater will not be in operation.

Use the dial keypad to enter first the switching-off time and then the switching-on time.

ENTER

As always:

Confirm your decisions with ENTER.

Your fax machine can give reports

Your machine will record all the fax messages you transmit or receive in the form of journals and reports. You just have to press JOURNAL to print out this type of record.

TRANSMISSION-JOURNAL

TIME : 05.03.93 14:42
TEL. NUMBER : +49-2131-158341
NAME : TOSHIBA EUROPA

NR	DATE	TIME	DURATION	PGS	TO	MODE	STATUS
001	05.03	14:12	00/29	1	+49 2131 137551	EC	M OK
002	05.03	14:13	00/29	1	+492131158280	EC	M OK
003	05.03	14:14	01/04	2	+49 2131 158250	HS	M OK
004	05.03	14:19	00/33	1	+49 2131 158222	G3	M OK
005	05.03	14:23	00/26	1	+49 2236 63248	EC	M OK
006	05.03	14:27	00/21	1	+3142048752	EC	M OK
007	05.03	14:30	00/25	1	+49426541	EC	M OK
008	05.03	14:33	00/24	1	+49 2236 63248	EC	M OK

RECEPTION-JOURNAL

TIME : 05.03.93 14:42
TEL. NUMBER : +49-2131-158341
NAME : TOSHIBA EUROPA

NR	DATE	TIME	DURATION	PGS	FROM	MODE	STATUS
001	05.03	14:11	00/48	3	+49 2131 137551	EC	OK
002	05.03	14:17	00/35	1	+49 2131 158222	G3	OK
003	05.03	14:22	01/03	2	+44932852977	HS	OK
004	05.03	14:24	00/29	1	+49426541	EC	OK
005	05.03	14:26	00/48	2	+31104470981	EC	OK
006	05.03	14:28	00/27	1	+3142048752	EC	OK
007	05.03	14:31	00/49	2	+49 2236 63248	EC	OK
008	05.03	14:36	00/25	1	+31104470981	EC	OK

part from the date and time, the journals give other important information:

BR: Numbers transmissions in chronological order.

O or **FROM:** Gives ID or telephone number of the receiver or sender.

URATION: Gives the length of each transmission in minutes and seconds.

GS: Gives the number of pages sent or received for each transmission.

EPT.CODE: Displayed only when the function department management is activated.

MODE: Indicates the type of transmission.

HS: High speed transmission, only possible between TOSHIBA machines.

G 3: Transmission in standard group 3 operational mode.

EC: Means error correction mode.

EX: Means express mode, only possible between ^ TOSHIBA machines.

P: Documents were sent/received by polling.

M: Indicates a memory transmission.

R: Indicates a relay transmission.

For mail box transmission:

I: stands for "information box".

F: stands for "fax box".

P: stands for "personal box".

STATUS: (of transmission)
OK means successful.
NG stands for transmission error.

There are a number of ways to determine when a journal is printed and the type of journal. Select the standard setting

MENU

2x



JOURNAL OUTPUT

1. MANUAL
2. AUTO
3. ERROR CODE

Now press the following keys:

- ⑥ for installation
- ③ to print out journal

In the menu JOURNAL OUTPUT

you can set the time when a journal should be printed out.

If you press ① for manual, another selection menu appears...

... with ① ② or ③

you now determine the type of record to be printed after you press JOURNAL.

Confirm with ←.

MANUAL OUTPUT

1. TX & RX JOURNAL
2. TX JOURNAL
3. RX JOURNAL

AUTOMATIC JOURNAL

1. ON
2. OFF

Did you select AUTO?

If so this menu asks whether you want a journal printout automatically after every 40 transmissions/receptions by pressing ① for ON. If not, press ② for OFF. You confirm your decision with ←.

SET ERROR CODE

1. ON
2. OFF

By selecting ERROR CODE

you determine with ① or ② whether journals should contain information on the cause of error (for your serviceman). After confirming with ←, press ← again to return to the standby mode.

How to know what you have stored

One of your machine's strong points is that you only need to store once the fax numbers you frequently use. You can then regroup these numbers for diverse purposes and use them with convenient functions like one-touch dialling or multi-address transmission. The following lists help to keep you informed.

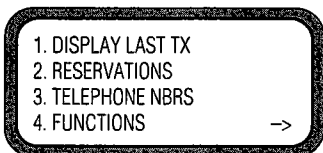
Call up the list selection menu

MENU

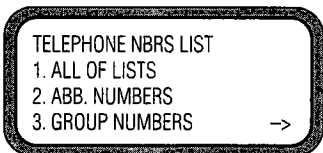


In the main menu...

...select item 4: LISTS.
MENU

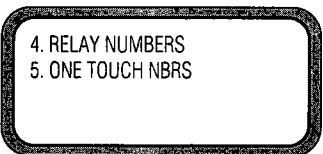


Now: item 3:
TELEPHONE NUMBERS.



The menu **TELEPHONE NUMBERS LIST** offers you the choice of five different tables of fax numbers you have stored.

ENTER



With ① ② ③ ④ ⑤, you select the lists you wish to have printed out.

The lists contain the following information programmed and their allocation to individual lists.

1. All of lists:
2. Abbreviated numbers list:
3. One-touch numbers list:
4. Relay numbers list:
5. Group numbers list

All telephone numbers with names etc. stored on abbreviated numbers.

All one-touch numbers and programme functions you have assigned to one-touch keys.

This list gives all information stored for relay transmission:

- group names
- relay station names
- receiver groups

If you have combined abbreviated numbers in groups for multi-address transmission, this list offers you full information.



Lists with control functions

To monitor selected machine settings and as information for your serviceman.

The function list



If you now press ④ for function, your fax machine prints out the information list:

The programm list



supplies you with information on all the menus and sub-menus at a glance.

With ⑧, you select the printout of the programme list required.

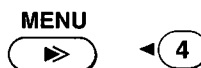
the reservation list



shows you at any time the documents currently stored which are waiting to be sent by delayed transmission.

If you now press ⑧ for reservation, your fax machine will print out this list:

The department code list



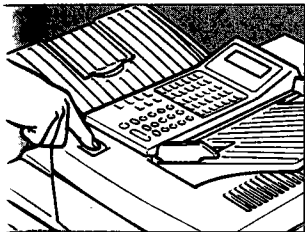
is printed out to check the allocation of special user codes.

If you press ⑤ for department, your fax machine prints out the list required.

When paper causes a jam...

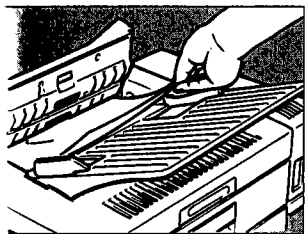
When documents are fed in and recording paper fed out, this can lead to minor problems from time to time which, however, you can easily put right yourself. Just one point to remember: your fax machine should not be switched off as this would delete all the stored fax messages.*

How to clear a document jam



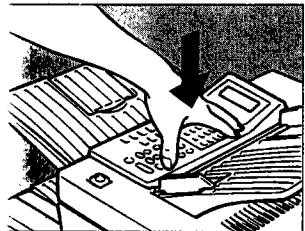
Press the release button down to open the operator control panel.

▲ Keep the power ON.



The jammed document can be carefully removed.

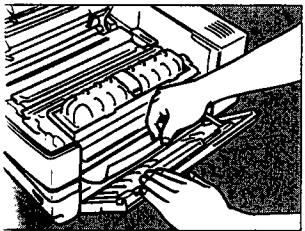
▲ Do not try to send the jammed document again. Use a carrier sheet or make a photocopy and send this instead.



Close the operator control panel. Take care that the cover locks firmly into place. Now delete the error message by pressing the STOP key.

If you switched off your fax machine by mistake and thus deleted any fax message stored in memory, ask for a reception journal to be printed out. This gives the sender and you can then try to send the message again.

How to clear a recording paper jam

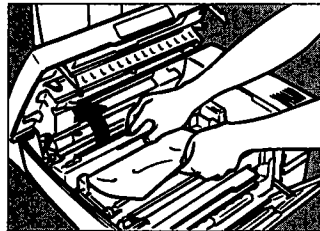
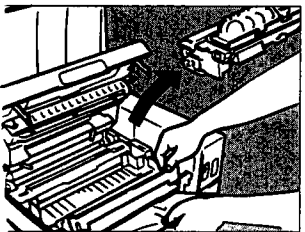


After opening the upper cover and side cover of the housing, you will see the possible locations where the paper may be jammed: Remove the paper from here without applying force ...

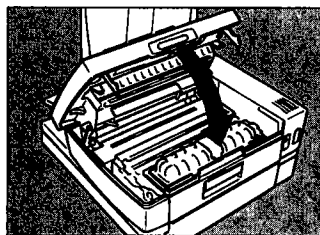
... or from underneath the process unit.

▲ Do not touch any parts inside the machine other than those described here. The heater cover may be very hot – even when the machine is switched off.

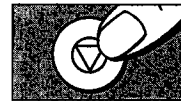
When paper is jammed, never open the recording paper cassette.



If necessary, pull up the fixer unit and carefully pull out the jammed paper.

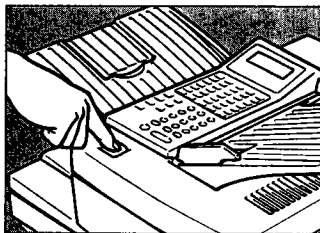


After you have replaced the process unit, close the covers by pressing down lightly until they lock into place. Now delete the error message by pressing:



From time to time: Clean housing and document scanner

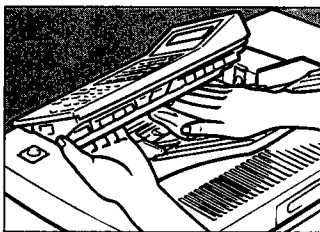
Never use abrasive materials to clean your fax machine – they could cause damage. If documents transmitted are difficult to read, the document scanner must be cleaned. You can easily tell when: Make a test copy of the document on your fax machine and compare the copy with the original.



Before you open the operator control panel as shown ...

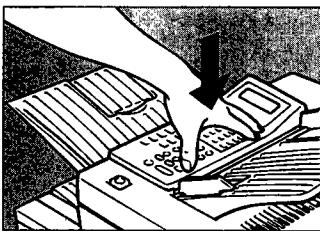
... print out any data which may be stored.

▲ Then switch off your fax machine.



Using a soft cloth, wipe the movable white roller and the glass panel underneath.

▲ If these parts are very dirty, you can also use a slightly moist cloth and then wipe off with a dry cloth.



Before closing the operator control panel, return the white roller to its former position.

Switch your fax machine on again.

To prevent your serviceman coming for nothing ...

It can happen: Your fax machine reports an operating error or fails to perform the required function at once. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognize and eliminate errors.

Error message

• Cause / ○ Solution

LINE BUSY

- Connection cannot be secured after dialling a number of times
- Press RESET to erase the displayed message, and try again. Insure that the correct phone number and dialling procedure are being used.

COMMUNICATION ERROR

- An error occured during the communication
- Terminate the LCD message by pressing RESET and confirm the communication journal.

DOCUMENT JAM

- The document is either jammed or longer than 40 inches.
- Remove the jammed document, press RESET

FEATURE UNAVAILABLE

- Remote party did not have the selected feature.
- Reconfirm the receiver's feature capabilities.

MEMORY ERASED PRESS RESET

- Stored numbers and initial installations are erased.
- Press RESET. This resets the initial data stored by the back-up battery

MEMORY OVERFLOW

- The memory is full.
- Switch off the memory function, or split the transmission into more than one operation.

PAGE MISMATCH

- The page count selected and the actual number of documents sent are different.
- Press RESET, check the number of document sheets, and retransmit.

POLLING ERROR

- The security code for polling is incorrect.
- Input the correct security code and press RESET.

POWER FAILURE

- A power failure has occurred.
- Press RESET

PUT IN DOCUMENT

- You have attempted an operation wich requires a document feeder.
- Load document(s) in the document tray.

PAPER EMPTY

- The recording paper has run out.
- Load the recording paper in the paper cassette.

COVER OPEN

- The top cover is open.
- Close the cover.

PAPER JAM

- Recording paper has jammed.
- Remove the jammed recording paper (see page 8)

DRUM LIFE WARNING

- Displayed as a warning when the drum life is about to expire.
- Replace the drum if necessary.

REPLACE DRUM

- Displayed when drum life has expired. The printer stops at this time.
- Relpace the drum.

TONER LOW

- Displayed when the toner is exhausted.
- Replace the toner.

TONER EMPTY

- The toner is exhausted.
- Replace the toner.

transmission problems	possible causes and solutions
Our document is not automatically pulled into the feeder.	Your machine displays an error. The display is blank.	If the display gives an error message, clear the fault and delete the display with RESET. Check there is power to the machine The machine must be switched on. (See page 7)
	Your faxmachine is setup with department codes	Enter the department code.
	You have put more than 20 pages in the ADF	Divide the transmission into two or more staples.
	The operator control panel is not firmly locked.	Close the cover. It should be firmly locked in place on both sides.
When you press START, ON LINE does not appear on the display.	You replaced the receiver before pressing START.	Try again. Replace the receiver only when you have pressed START.
The document is damaged during sending or copying.	The document guides are not properly adjusted to the paper size. The operator control panel is not firmly closed.	Adjust the document guides accordingly. Close the cover. Ensure that both sides of the cover are firmly locked in place.
Our fax machine performed transmission correctly but the message was not received by the receiver.	The other machine is out of paper.	Ask the receiver to put paper in his machine.
The receiver received a blank sheet instead of the document sent.	You loaded your document in the machine with the image face up. The remote parties paper is incorrectly loaded.	Send your document again: The image must be facedown on your document feeder. Ask the remote party to load paper correctly.
The receiver reports: The document transmitted is difficult to read.	Your machine's document reader is dirty or damaged. RESOLUTION and CONTRAST are not set correctly.	Make a copy of your document on your fax machine. If your copy is also difficult to read, clean the document reader. Make a copy on your fax machine and adjust the settings to your document. You can also improve document quality: By making the print on the photocopy darker, enlarging or reducing. Then send again.
	The telephone connection is poor.	Redial. You may get a better connection.
Abbreviated or one-touch dialling do not work.	Abbreviated or one-touch dialling number is not correctly stored.	Check and correct stored numbers.

If you cannot solve the problems as described here, please contact your TOSHIBA dealer or service technician directly.

To prevent your serviceman coming for nothing ...

Reception problems

You press START to receive a document. But you receive nothing.

possible causes ...

You have an error displayed.

... and solutions

If the display shows an error message, eliminate the fault and delete the display with RESET.

There is still a document in the feeder.

Press RESET and remove the document.

The display is blank.

Check there is power to the machine. The machine must be switched on. (See page 7)

Your fax machine is set in manual receiving mode and you replaced the handset before pressing START.

When receiving the next fax, be sure to replace the handset only after you have pressed START.

The operator control panel is not closed.

Close the cover. Both sides of the cover must be firmly locked in place.

The receiver's machine is not compatible with your machine.

Check whether the receiving machine is CCIT group 3 compatible. If so, try retransmitting.

Your recording paper is not fed out.

The operator control panel is not closed.

Close the cover. Both sides of the cover must be firmly locked in place.

The recording paper in your machine is jammed.

Remove the jammed paper. (See page 41)

You have inserted recording paper but the display reports: PAPER EMPTY.

Your recording paper is not correctly inserted.

A description on how to insert the paper correctly is given on page 7.

The document received is difficult to read.

Document quality is poor.

Ask the sender to reset the resolution and contrast or improve the quality of the document e.g. by making the print on the photocopy darker, enlarging or reducing. Then have it sent again.

The telephone connection is poor.

Ask the sender to transmit the document again.

You receive a completely blank document.

The sender made a mistake when loading the document.

Check whether the sender loaded in the correct manner.

If you cannot solve the problems as described here, please contact your TOSHIBA dealer or service technician directly.

Has the drum life come to an end? – If so, replace it.

If the message DRUM LIFE WARNING is displayed on the LCD, the drum life is nearing its end. If the message REPLACE DRUM is displayed on the control panel, printing is no longer possible. This means you must replace the complete process unit. At the same time, replace the ozone filter.

To make a good impression: a new toner pack

When the message TONER LOW is displayed, you should have a replacement pack on hand. When your fax machine reports TONER EMPTY, a new toner pack must be inserted. At the same time always replace the fixer cleaner.

Please turn to page 7,8 for more details given under "Installing the process unit, inserting the toner pack".

Error code list

In journals and lists, your fax machine reports errors in the form of code numbers. We have listed here what they mean and what you should do.

10= Paper Empty	Put in paper
11= Paper Jam	Clear the recording paper jam.
12= Document Jam	Press RESET. Clear jammed paper.
13= Cover Open	Close the cover Press RESET
20= Power Failure	Press RESET
30= You intentionally pressed RESET during communication	
31= No answer for call request	Check the telephone number of the call back message, and then call the remote party by telephone.
32= Page mismatch	Check the actual document count.
33= Polling Error	Check polling options set-up
42= Memory overflow	Switch off memory transmission and send again.
50= Auto Dial Error	Send the document again.
53= Security mismatch	Check your (and the receiver's) security telephone number. Reset if necessary.
80= Tel Line Error	Call the receiver to check if their unit is OK. Retry transaction.
80= Handshake error	
81= Feature unavailble	The receiver does not have relay or mail box capacity.
82= Training Error	Call the receiver to check if their unit is OK. Retry transmission.
83= Picture Error	
83= Decode Error	
84= Line Error	
86= Picture Error	
87= Memory not possible	

Programming Mercury Button

The TF P551/531 facsimile machine has a dedicated button for connection to the Mercury 2300 Service, this button is One Touch Key 35 (OTK35)

To apply for the Mercury's 2300 Service simply complete and return the enclosed application form. If you require any further information you can call Mercury Customer Assistance on 0500 500194 free of charge.

Programming the Mercury Button

After you apply for Mercury's 2300 Service you will receive a Mercury PIN code in two separate parts.

The PIN code, which is similar to a bank code, identifies you as a Mercury customer and will need to be stored under OTK 35, the Mercury button.

Please follow the steps shown below to programme OTK 35 before attempting to send documents through the Mercury network. Press the following keys

1. Press MENU twice



then 6



to select INSTALLATION

2. press MENU three times

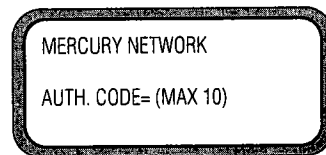


then 94 to select "MERCURY"

Machine displays



3. Press 1. to select "ACCESS CODE"
Machine displays



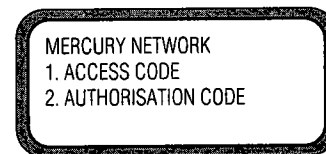
4. Type in via keypad the following:
131- = PAUSE BUTTON

5. Press ENTER
The pause button after 131 is required so that the machine can detect Mercury dial tone.

Note:

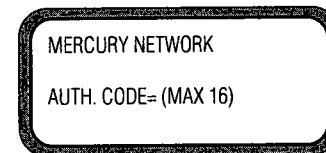
If the machine is on a PBX extension then the digit 9 may be required before 131-.

Machine displays



6. Press 2 to select "AUTH. CODE"

Machine displays

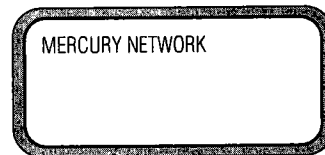


7. Type in via the keypad the 10 digit PIN issued by Mercury (part 1 followed by part 2), press ENTER twice. The machine is now ready to be used via Mercury 2300 Service.

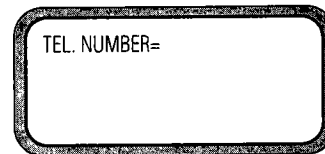
Transmission via Mercury

1. Load document face down in the stacker.

2. Press OTK 35
The machine will display the following



for approximately 2 secs.



3. Dial Cost Center Code if applicable. *

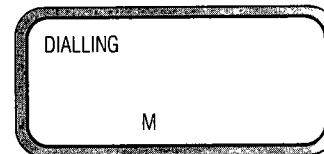
*Cost Center Code.

Cost Center Code are selectable on your Mercury order form. By keying in any code number (either 2 or 3 digits - except 999) before dialling each and every call, businesses can allocate calls to different jobs, or residential users can see who is responsible for each call.

4. Enter Fax Number required.
This can be done by either entering number via keypad or by pressing another OTK or by ABB No.

5. Press START.

The machine will then access the Mercury Network will display the following



Once the machine has detected Mercury dial tone it will then dial the Fax Number required and hence send the document.

If Mercury dial tone is not detected the fax number will not appear across the display. Try reprogramming the Mercury button and if you still have difficulty, please call Mercury Customer Assistance on 0500 500193 (free of charge, 24 hours a day)

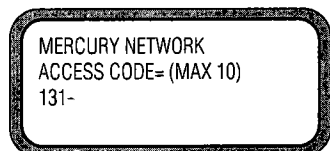
Reprogramming

Please follow the steps shown below if you wish to reprogramme OTK 35.

ACCESS CODE

- Follow steps 1. to 3. of PROGRAMMING THE MERCURY BUTTON explained on page before.

Machine displays



- Type in the new ACCESS CODE and pause.

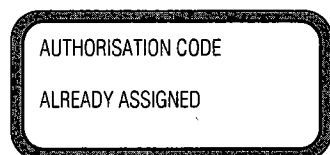
The PAUSE is required so that the machine can detect Mercury dial tone.

- Press ENTER twice.

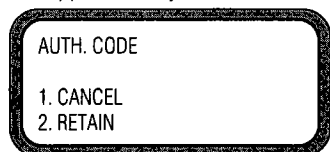
AUTHORISATION CODE

- Follow steps 1 & 2 of Programming the Mercury Button explained before.

- Press 2 to select "AUTH. CODE"
Machine displays

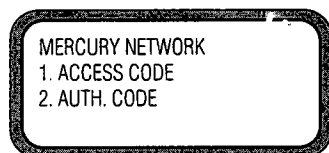


For approximately 2 secs.

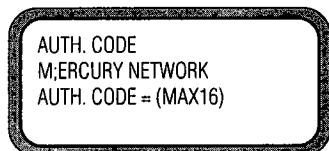


- Press 1 to select "CANCEL"

- Press > twice, then 94 to select "MERCURY"
Machine displays



- Press 2 to select "AUTHORISATION CODE"
Machine displays

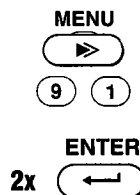


- Type in via the 10 digit PIN issued by Mercury (part 1 followed by part 2) press ENTER then RESET

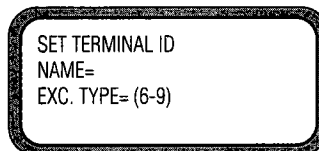
Exchange Type

There are parameters to be set for the access to the telephone line. To programme these parameters please follow the instructions below.

Press key:



Enter the necessary settings.



DP (Dial-Pulse)
MF (Multi-Frequency)



Notice for Connection to the Telecommunication System

TOSHIBA TF P551/531
AB020 293

This TOSHIBA Facsimile transceiver has been **approved** for connection to Telecommunication systems specified in the instructions for use subject to the conditions set out in them.

2. This apparatus has been approved for the use of the following facilities.

- a) Storage of telephone numbers for retrieval by a predetermined code. (If problems occur, verify stored number).
- b) Automatic Call initiation.
- c) Operation in the presence or absence of Initial or Secondary Proceed Indication.
- d) Automatic Dialling Facilities.
- e) Group 3 Facsimile modems.
- f) Automatic Repeat Attempt Facilities.
- g) Auto Clear from the call originating end.
- h) Series Connection Facility
- i) Call progress monitor.

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

3. The connection to the telecommunication systems must be unplugged before the earth is disconnected. The connection to the telecommunication systems must not be hardwired.

4. This apparatus may be used on telecommunication systems employing loop-disconnect or MF signalling.

5. This apparatus is not suitable as an extension to a payphone for use on shared service lines or for use on 1+1 carrier systems.

6. The approval of this apparatus for connection to the British Telecom public switched telephone network is **invalidated** if the apparatus is subject to any modification in any material way not authorized by BABT or it is used with or connected to:

- a) internal software that has not been formally accepted by BABT or
- b) external control software control apparatus which causes the operation of the apparatus or associated call set up equipment to contravene the requirements of the standard set out in BABT/SITS/82/005S/D.

All apparatus connected to this facsimile and thereby connected directly or indirectly to telecommunication systems must be approved apparatus as defined in Section 22 of the British Telecommunication Act 1984.

7. This apparatus is suitable for connection only to direct exchange lines on the pstrn directly or via a compatible PABX. The supplier of the apparatus should be consulted for an up to date list of PBXs/RBS with which the apparatus is compatible.

The user should refer to BS 6789: section 6.1 clause 2.4 for information relating to Relevant Branch Systems (RBS).

It cannot be guaranteed that the apparatus will operate under all possible conditions of connections to compatible PABX. Any cases of difficulty should be referred in the first instance to supplier of the apparatus.

8. The Ringer Equivalents Number (REN) is 3.

The REN is a customer guide indicating approximately the maximum number of items of apparatus that should be connected simultaneously to the line.

The sum of the RENs of the individual items should not exceed 4. The REN value of a BT telephone is assumed to be 1 unless otherwise marked.

Only one telephone and the facsimile machine should be connected to the line. Where the telephone is a separate unit it must only be connected to the appropriate socket on the Line Jack break-in adaptor. Any apparatus connected to this socket must comply with BS 6301.

9. The voltage drop introduced by the apparatus between the PSTN and the associated telephone at a current of 40mA d.c. is 0.3 Volts.

10. PBX Operation.

PBX's that return a secondary proceed indication after the access digit may require a pause to be inserted in the dial number between the access digit and the remaining digits. If pauses are required for PBX operation, the pause button on the operator panel can be used.

Warning: The pre-programmed pause is 4 seconds. A maximum of 2 pauses should be inserted. Failure to comply with this requirement may result in unsatisfactory operation.

11. Warning

The interconnection directly or by way of other apparatus, of ports marked **warning**. Connect only apparatus complying with BS 6301 to this/these port/s or **safety warning**. See instructions for use with ports marked or not so marked may produce hazardous conditions on the network and advice should be obtained from a competent engineer before such a connection is made.

Glossary

You'll find a description of all functions at a glance

Abbreviated dialling	one touch dialling	18,21
	storing numbers, names	15
Call Request		17
Cancelling transmission		41
Clearing a document jam		41
Cleaning the fax machine	the document scanner	7
Connecting your Fax Machine		22
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Delayed Transmission		37
Department codes	assigning	37
	using	37
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Function displays	menu controll	10
Unpacking		6
Installation		6
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Loading the recording paper		7
Installing/replacing	the process unit	7
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